

# THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 1 of 4

## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Assistant Superintendent
<b>Class Number:</b>		<b>Class Title:</b>	Assistant Superintendent
<b>Dept./Div.:</b>	Electric/Public Service	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Electric/Public Service Superintendent	<b>FLSA Status; Pay:</b>	Exempt
<b>Normal Hours:</b>		<b>Civil Service Status:</b>	Per Ordinance

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### GENERAL DESCRIPTION:

Under the supervision of the Electric Superintendent, the Assistant Superintendent is responsible for assisting the Electric Superintendent in the day to day operation and management of the Electric Department in a municipal government setting; conducting maintenance and installation of high voltage and secondary electric lines; utilizing electric equipment, heavy machinery, and other tools to work overhead; and performing related electrical services as required (e.g. connects transform banks; fuses transformers; installs wires and component parts; etc.). The position may also serve as Assistant Superintendent for other public service departments (e.g. the landscaping and grounds department and the street department), assisting the department's Superintendent in day to day operations, management of the department, and other duties as assigned.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of high school or equivalent and a minimum of five (5) experience working with high voltage electrical power lines and appurtenances (e.g., transformers, metering equipment, etc.); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Field experience and/or project management experience preferred.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Class A commercial driver's license (CDL); CPR and First Aid certified; valid State driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Mobile phone, personal computer, computer software (e.g., Microsoft Office, GIS, etc.), printer, copy machine, fax machine, other standard business office equipment; bucket truck; skid steer; wire pulling equipment; trencher; backhoe; various hand and power tools; and climbing spikes.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to: chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; works in a confined space (e.g. manhole); works with electrical wiring; installation of wiring cables and other equipment which transmits electricity; including exposure to plus/minus 12,470 volts; works in the vicinity of dockboards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on or around powered platforms and/or vehicle mounted platforms (e.g., manlifts, firetrucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{7/17/2015 PDSCLC1 00155795.DOC }

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Page 2 of 4

## POSITION DESCRIPTION

<b>Employee Name:</b>		<b>Position Title:</b>	Assistant Superintendent
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<b>Dept./Div.:</b>	Electric/Public Service	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Electric/Public Service Superintendent	<b>FLSA Status; Pay:</b>	Exempt
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emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; has exposure to hazardous driving conditions; routinely required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; regularly required to lift, carry, push or pull objects 150 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 20% (1) Supervises and directs personnel in Electric and Public Service departments; assists in development of department policies, procedures, goals and objectives; develops and maintain effective working relationships; communicates and implements policies and procedures; assigns tasks; instructs employees in the use, maintenance and operation of all equipment; may assign other employees to help with training; reviews and inspects work activities to ensure work complies with established plans; recommends oral and written warnings; evaluates all personnel under direct supervision; and makes recommendations with regards to hiring, terminating, promoting, disciplining and wage increases for employees under direct supervision.
- 20% (2) Acts in the place of the Electric/Public Service Superintendent in his absence; coordinates City electric/public service projects; determines equipment, material and personnel requirements; develops timelines; establishes project standards; organizes the City's monthly safety meetings; schedules and assigns individual tasks to crew members and provides instruction as needed; organizes work crews necessary to complete daily work assignments; and insures all employees utilize appropriate personal protective gear.
- 20% (3) Conducts skilled and unskilled maintenance and installation of high voltage and secondary electric lines including high voltage substation work; utilizes electric hotline equipment, bucket truck and other tools to work overhead; maintains secondary, dead primary distribution, energized primary and congested energized distribution circuits; connects transformer banks, fuses transformers, installs wire and component parts; identifies location of important circuits and cuts out fuses; installs underground wiring; installs and maintains traffic lights and street lights; and climbs poles to perform work.

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Page 3 of 4

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15% (4) Installs customer service lines; handles line outages and emergency problems as they arise; assists other line workers (e.g., utilizes hand line to send materials and equipment to workers on poles; strings wire and installs fuse switches; operates line truck as needed, etc.); stocks trucks with parts and supplies; drives truck and other related equipment to and from job sites; cleans and maintains trucks, tools and equipment; and performs minor maintenance on City vehicles.

10% (5) Operates auger truck to dig holes for poles; installs poles and guy anchors; loads and unloads poles, transformers and other materials; operates trailer to roll and install underground wiring; installs hardware on cross arms; connects transformer banks, fuses transformers, reclosures, breakers and substation components, and installs wire and parts; identifies location of important circuits and cutout fuses.

5% (6) Responds to line outages and emergency problems around the clock as needed; answers customer reports of electrical problems; patrols lines and troubleshoots to find problem; performs restoration activities; responds to calls of downed power lines; and performs pole top and bucket rescues.

5% (7) Maintains required licensures and certification, if any.

(8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

5% (10) Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** office practices and procedures; \*City/department goals and objectives; \*City/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; budgeting; utility maintenance; high voltage electricity; electrical principles; electric line maintenance techniques, materials, and equipment; maintenance practices and processes; local geographic area; first aid practices; public relations; records management; English grammar and spelling; supervisory principles and practices; and employee training and development.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation; use of maintenance equipment; use of bench and/or power tools; and heavy equipment operation.

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**Ability to:** interpret a variety of instructions in written, oral, or picture or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within a familiar context; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from the public and officials; communicate effectively; recognize safety warnings; understand technical manuals and verbal instructions; understand a variety of written and verbal communications; \*maintain records according to established procedures; develop and maintain effective working relationships; use maintenance equipment; perform heavy manual labor; travel to and gain access to work site; determine material and equipment needs; and interview, train, and instruct others.

**POSITIONS DIRECTLY SUPERVISED:** First, Second, and Third Class Linemen; Laborer and Laborer I.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Adopted: \_\_\_\_\_  
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