

# THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

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## 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	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Electric 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; 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.).

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of high school or equivalent and five (5) to ten (10) years experience working with high voltage electrical power lines and appurtenances (e.g., transformers, metering equipment, etc.); must possess all qualifications needed of a journeyman lineman; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Journeyman Lineman; 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 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

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Assistant Superintendent
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<b>Dept./Div.:</b>	Electric	<b>Employment Status:</b>	Full-time
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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; 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 Superintendent in his absence; coordinates City electric 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.
- 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.

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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.

**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

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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.

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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.

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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)

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