

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance Level 4
Class Number:		Class Title:	Maintenance Level 4
Dept./Div.:	Electric	Employment Status:	Full-time
Reports to:	Superintendent Electric Dept.	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Classified/Bargaining Unit

GENERAL DESCRIPTION:

Under general supervision, conducts maintenance and installation of high voltage and secondary electric lines; utilizes electric equipment, heavy machinery, and other tools to work overhead; and performs related electrical services as required (e.g. connects transformer banks; fuses transformers; installs wires and component parts; etc.).

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent and one (1) to two (2) 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 Ohio driver's license; 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, printer, copy machine, fax machine, other standard business office equipment; bucket truck; skid steer; wire pulling equipment; trencher; backhoe; various hand and power tools; 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 12000 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); environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; possible injury from extremely noisy conditions above 85db; possible injury from radiation; possible injury from hazardous gases, chemicals, flammables, or air contaminants; possible injury from hazardous waste; unclean or unsanitary conditions; possible injury as a result of working with moving mechanical parts of equipment or machines; possible injury from explosions; 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 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.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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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:

- 55% (1) Conducts skilled and unskilled maintenance and installation of high voltage and secondary electric lines; 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; climbs poles to perform work.
- 20% (2) 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; performs minor maintenance on City vehicles.
- 10% (3) 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% (4) 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; performs pole top and bucket rescues.
- 5% (5) Maintains required licensures and certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

5% (8) 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; utility maintenance; high voltage electricity; electrical principles; electric line maintenance techniques, materials, and equipment; maintenance practices and processes; local geographic area; first aid practices; records management; English grammar and spelling.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use of maintenance equipment; use of bench and/or power tools; 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 accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or 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.

POSITIONS DIRECTLY SUPERVISED: None.

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)

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