Herkimer County

ELECTRIC UTILITY MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work in the installation, maintenance and repair of electrical equipment, including overhead and underground electric power lines, poles, power transformers, switchgear, electrical equipment, substation buildings and all other equipment. The incumbent has responsibility for the efficient and safe execution of the arduous and hazardous duties assigned. The work is performed under the general direction of the Superintendent. Supervision may be exercised over line and electrical maintenance personnel, as well as laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Plans, schedules and assigns work to crew members;
-Directs and leads in a variety of tasks connected with the operation, installation, maintenance, repair and cleaning of electrical equipment such as, but not limited to, switchgear, relays, transformers, switches, wiring, Energy Management System and associated equipment;
-Prepares and maintains preventative maintenance schedules for equipment, substations and buildings;
-Directs and leads in the installation and replacement of power poles, wires, guys, cross arms, anchors and transformers;
-Supervises and participates in the installation of underground and overhead power lines, service lines;
-Directs and leads in a variety of tasks associated with the upkeep of buildings, such as, but not limited to, cleaning, washing windows, scrubbing floors, scraping, sanding, painting, roofing and grounds work;
-Operates a motor vehicle;
-Assists with engineering duties under the direction of the Superintendent;
-Performs work as directed on all utilities under the responsibility of the Commission;
-Assures that safety procedures are strictly adhered to;
-Answers emergency trouble calls as conditions and problems warrant;
-Prepares daily time and material records and assigns job numbers, account numbers and inventory numbers accordingly.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Thorough knowledge of theory and principles of electricity and electric distribution systems as they relate to duties; thorough knowledge of standard safety measures and devices used in handling high voltage electric circuits; working knowledge of modern building and grounds maintenance and repair practices; ability to plan and supervise the work of others; a high degree of skill in the use of tools and equipment of the trade; knowledge of first aid methods, including resuscitation methods; ability to follow oral and written instructions; ability to work on substation structure; willingness to work under all weather conditions and report for emergencies; ability to climb poles and towers; ability to diagnose electrical distribution and substation trouble and direct necessary corrective action; steady nerves; ability to read and interpret construction drawings, specifications and wiring diagrams; good hand, motor and eye coordination; dependability; resourcefulness; physical strength and stamina to perform arduous manual labor; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND Either –**

(A) An associate degree in electrical technology and three years of experience as a qualified Lineperson;

Or **(B)** Five years of experience as a qualified Lineperson;

Or **(C)** An equivalent combination of experience and training within the limits of **(A)** and **(B)** above.

Competitive Class

Adopted 06/22/95 Personnel Officer