

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Line Superintendent
<b>Department:</b>	Electric Department
<b>Shift:</b>	Full Time 40 Hours Per Week M-Thurs May Be Called Out After Hours On Emergencies
<b>Pay Plan:</b>	\$54.00/Hour
<b>Exempt:</b>	No
<b>Reports To:</b>	Electric Director
<b>General Direction From:</b>	Electric Director
<b>Position Closes:</b>	<b>Open Until Filled</b>

### PURPOSE & NATURE OF JOB

The City of Aztec Electric Department's mission is to enhance the quality of life, promote economic opportunity and carry out the responsibilities to maintain, protect, and improve the electrical assets owned and operated by the City. We will accomplish this through the delivery of quality service and maintaining a safe and reliable electric utility system.

The City of Aztec receives electrical power at the City of Aztec Substation from a 69 kV transmission line, and City owned solar facility. Five distribution circuits, which combine for over 30 miles of 7.2/12.47Kv lines, distribute electrical power to more than 3,200 residential and commercial customers in the City of Aztec.

The Electric Utility Department handles the maintenance of the substation(s), solar field, construction and maintenance of distribution and transmission lines, street lighting, extensions to customers, service drops, and the reading and maintenance of customer water and electric meters.

### ESSENTIAL DUTIES

An Employee in this position directs the activities of the warehousing, maintenance and storage of the electric department tools, equipment and materials. Assigns the day to day operations of the electric line crews in the construction and maintenance of the power lines.

Responsible for the coordination and completion of construction and maintenance of electric power lines and services by the assignment of personnel, utilization of materials, equipment and coordination of other resources in a safe and efficient manner.

Assigns, the work of the line crew and members of the crews in the setting of poles, running wires, laying cables, installing transformers and other necessary work in a safe efficient manner.

- Coordinates work with adjacent utility companies.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides for instruction of safety precautions for the crew and the public and ensures that they and any rules pertaining thereof are enforced.
- Provides for instruction of new employees in power line construction and equipment operations.
- Provides for instructions in the proper and safe operation of line trucks, aerial devices, underground equipment, hot line tools, etc.
- Coordinates work with customers and contractors.
- Plans a work schedule that will utilize the department employees, materials, and transportation, as effectively as possible.
- Supervises the proper use and care of materials issued for specific jobs, maintenance, truck stocks, and unused and retired materials returned to the warehouse.
- Reviews and approves daily time and Director authorized overtime.
- Provides for or conducts regular safety meetings; inspects rubber goods and safety equipment; and arranges for replacement as required.
- Checks service complaints and outages; takes necessary action for continuity of service.
- Checks construction and maintenance work for conformance with the Electric System and RUS standards and specifications.
- Keeps informed on changing standards on specifications, work methods, and applications.
- Responsible for assignment of construction work orders and general maintenance.
- Works with engineering design to coordinate efforts in conforming with the Electric System's objectives, rules and procedures.
- Prepared and completes necessary paperwork such as material requisitions, issues, returns, corrections to staking sheets, service requisitions and trouble reports.
- Supervises, evaluates and interviews employees in the line operations positions with the assistance of Crew Leaders.
- In charge of warehousing and inventory control.
- Performs other necessary work as required.

## RESPONSIBILITIES

<b>Supervision:</b>	Supervises more than one group performing similar functions. Has responsibility for project completion.
<b>Public Contact:</b>	Contacts with public and/or managers regarding routine technical matters.
<b>Budget:</b>	Secondary responsibility to implement and/or monitor the budget
<b>Other:</b>	Ability to lay out, assign, and supervise the work of others. Ability to understand and follow oral and written instructions, blueprints, and sketches. Ability to keep records and make reports. Ability to perform line work. Ability to establish and maintain effective working relationships with associates and subordinates. Ability to install and maintain underground primary and secondary power systems. Meets with other staff members, contractors and the general

public to successfully coordinate work.

May be asked to represent the Electric Department at meetings with developers, City Manager and/or City Commission.

Office work required.

## GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license CDL Class A Preferred.
- May be subject to random drug/alcohol testing as per city policy.

**Education:**

High School Diploma or G.E.D.  
Completion of training program through the various steps of line positions or equivalent and is a certified Journeyman Lineman.  
Courses in safety, training, supervision, gloving and hot stick methods desirable.

**Experience:**

Eight (8) years' experience in power line construction and maintenance with experience at all levels of line positions.

**Knowledge:**

Extensive knowledge of the operation, switching, material, maintenance of overhead and underground power lines.  
Extensive knowledge of the practices, materials, tools and equipment used in line construction and maintenance work.  
Considerable knowledge of first aid including artificial respiration and C.P.R.  
Considerable knowledge of the occupational hazards and safety precautions of the trade.  
Knowledge of RUS and the Electric Systems construction standards.  
Knowledge of the APPA Safety Manual.  
Knowledge of the requirements of the National Electric Safety Code.

**Certificates/Licenses:**

Certified in climbing  
Class A CDL Preferred  
Certified in First Aid and CPR  
Certified forklift operator within one year of hire date

	Pole top rescue
<b>Recertification:</b>	N/A
<b>Use of Tools and/or Equipment:</b>	Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Knowledge of the operation of trucks, winches, derricks, booms, buckets and other equipment specific to the power industry.

**WORK ENVIRONMENT**

<b>Physical Demands:</b>	Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.
<b>Hazards:</b>	Occasional exposure to hazardous work conditions. Periodic conditions which involve chance of injury
<b>Exposures:</b>	Work is performed outdoors in all kinds of weather.