

POSITION TITLE: LINE SUPERVISOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Journeyman Lineman and Apprentice Lineman

DIRECT: 4-5 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for supervision of staff involved in maintenance of the City's electrical system.

JOB RESPONSIBILITIES

- Supervises staff
- Delegates responsibilities
- Designs the City's electrical system
- Assists in overhead line construction
- Assists in underground line construction
- Troubleshoots electrical system problems
- Processes required paperwork
- Maintains inventory
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, use hands to finger, handle or feel, reach with hands and arms and lift up to 50 pounds. Work also requires walking, talking/hearing, climbing/balancing and stooping, kneeling, crouching or crawling.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Ability to operate equipment such as bucket trucks, line trucks, trenchers, back hoes, underground locators, boring machines and various power and hand tools</p> <p>Ability to climb poles and withstand extreme weather conditions</p> <p>Knowledge of electric theory</p> <p>Knowledge of traffic laws for motorized vehicles</p> <p>Knowledge of construction and maintenance of distribution and transmission electrical systems, electric theory, etc.</p> <p>Ability to read and interpret electrical prints, maps, and schematics</p> <p>Must maintain a valid Commercial Driver's License (Class A) and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Cognitive Skills</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform engineering calculations</p>	<p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Interpersonal Skills</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p>Leadership Skills</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors, in all weather conditions, in awkward or cramped positions with moderate contact with the City's citizens and the general public. The incumbent works at heights and around electrical hazards.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate and/or successful completion of a lineman apprenticeship program; at least ten years of relevant experience (prior supervisory experience preferred) which provides the required skill sets to perform the essential functions of the job. Must maintain a valid Class "A" Commercial Driver's License.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.