

**TITLE:** ELECTRICAL LINEMAN  
**DEPARTMENT:** Public Utilities: Electrical Department  
**SUPERVISOR:** Electrical Department Supervisor

**STATUS:** Full Time/Hourly  
**Date:** November 21, 2006  
**Revision Date:**

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## I. GENERAL JOB DESCRIPTION

Under the direct supervision of the Electrical Department Supervisor, the Electrical Lineman is responsible for handling all phases of electrical line work including maintenance or new construction. Performs skilled commercial and industrial electrical and control work as part of the general alteration, repair, and occasional new construction of equipment and structures.

## II. MAJOR DUTIES

1. Actively assist in the coordination of the planning and engineering of electrical services for the City.  
**Standard:** Effectively participates in all facets of crews performing any type of line maintenance and general electrical actions. Performs as lead in the absence of the Department supervisor.  
**Standard:** Effectively ensures all types of electrical work, energized or non-energized, is performed in a cost-effective and timely manner. Uses all types of fault locators, both primary and secondary.
2. Work with the City Manager and Electrical Department supervisor to solve electrical issues by recommending procedures, plan-of-action, and/or solutions; participates in electrical budget projections.  
**Standard:** Provides active technical support and information in the planning, designing, installing, repairing, and maintaining of City facilities and electrical operations.  
**Standard:** Participates in budget preparation and projections for the Electrical Department.
3. Actively assist in monitoring and controlling the Electrical Department budget.  
**Standard:** Effectively monitors and manages expenditures; immediately advises the Department Supervisor and/or City Manager of emergency/unexpected needs.  
**Standard:** Keeps records of maintenance on assigned City equipment; performs routine maintenance as required; notifies supervisor immediately of major equipment breakdowns and needs.  
**Standard:** Maintains inventory for the department; project needs and makes requisitions of required supplies and equipment.
4. Work with outside contractors/engineers to perform work as needed due to manpower or time constraints.  
**Standard:** Effectively works with contractors/engineers to minimize cost and coordinates such work for the maximum benefit of the City in a timely and cost-effective manner.
5. Install power lines, street and security lighting, underground cables, and transformers.  
**Standard:** Performs as lead in new construction and on-going maintenance operations as required.  
**Standard:** Installs and maintains transformers, underground cables, security and streetlights, and capacitors as required using the proper equipment in a timely manner.  
**Standard:** Repairs primary 7.2 KV lines and transformers.  
**Standard:** Tests and locates faults in underground direct burial cable systems, conduit systems, and overhead secondary lines to make necessary repairs, replacements, splices, etc.  
**Standard:** Traces and locates buried cable as necessary.  
**Standard:** Understands all circuits used on the system and the related safety requirements.

6. Monitor the power factor, voltage control, and street lighting of the City.

**Standard:** Performs load studies as required.

**Standard:** Performs service cost estimates, load and voltage drop calculations, and transformer recommendations.

7. Modify existing and/or install new electrical equipment in City facilities.

**Standard:** Routinely inspects, repairs, and replaces equipment; replaces fuses, wiring, ballast or other associated equipment as required.

**Standard:** Routinely performs preventive maintenance on three-phase motors, starter relays, overload relays, and associated equipment.

**Standard:** Works with civic groups on seasonal lighting decorations and other festival electrical installations.

8. Work power outages and perform other troubleshooting.

**Standard:** Responds immediately to City power outages; assists other departments when required.

9. Inspect and participate in the maintenance of lift stations, water wells, treatment facilities and the City power grid.

**Standard:** Conducts routine inspections and maintenance on power controls at sewer lift stations.

**Standard:** Performs electrical maintenance at City water/wastewater properties.

**Standard:** Builds, installs, and maintains sewage lift stations and water well control panels.

**Standard:** Maintains and repairs electric motors, controls, and devices.

10. Prepare reports, records, written communications, briefings, and/or presentations.

**Standard:** Routinely maintains records of maintenance on assigned City equipment.

**Standard:** Writes reports, prepares presentations, responds to inquiries, etc., as required.

11. Participate in all safety training.

**Standard:** Ensures thorough training in safety procedures and the proper use of equipment.

**Standard:** Attends appropriate training and/or required schools.

12. Respond to work orders, citizen requests, and complaints.

**Standard:** Respond to customer questions and complaints promptly and effectively ensuring professional quality customer service skills and communications are maintained.

**Standard:** Responds in a timely and effective manner to all work orders; prioritizes work effectively.

**Standard:** Accurately completes all forms related to the investigation of consumer service complaints and outage reports.

13. Perform related work as required.

**Standard:** Provides professional output related to the assigned task within established timeframes.

### III. PHYSICAL AND ENVIRONMENTAL CONDITIONS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing; must be able to climb stairs and ladders.
- Ability to transport self from location to location.
- Ability to drive a car, van, truck, and one-ton bucket truck, etc.
- Ability to lift and carry up to 50 pounds of tools and/or equipment; pulls, pushes, or drags up to 100 pounds.
- Must possess the visual acuity to operate vehicles and equipment, complete necessary paperwork, and read detailed and extensive documents
- Ability to work at heights up to 200 feet on catwalks, work platforms, bucket trucks, ladders, and scaffolding.
- Work subjects employee to inside and outside environmental conditions, extremes in temperatures (heat, cold, dampness), noise, electrical hazards, and other hazards including fumes, oils, lubricants, water, wastewater, gases, and mists.
- Work involves entering manholes, vaults, and other confined spaces as needed to accomplish required work.

### IV. ESSENTIAL QUALIFICATIONS - KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge from training or experience of the National Electric Code and other technical and regulatory publications.
- Knowledge of the proper use of electrical and electronic test equipment.
- Knowledge and experience in using the National Electric Code and other technical and regulatory publications.
- Familiar/experience with transformer connections and voltage.
- Thorough knowledge of safety manual policies and procedures.
- Knowledge of standard methods, materials, and equipment used in plumbing, carpentry, heating, ventilation, and air conditioning work and related building trades.
- Ability to operate and use large equipment, i.e., digger truck, trenching machine, bucket truck, etc.
- Ability to use the required tools and equipment skillfully and safely such as pipe threader, pipe vise, pipe wrenches; circular, hand, table and miter saws; sledge and claw hammers; drills; wrenches; volt-ohm ampere test meter.
- Ability to plan, estimate costs, install and maintain equipment in the most workmanlike and cost-effective manner.
- Ability to read, interpret, and work from schematics and design drawings.
- Ability to use a standard personal computer, general office software, and specialized electrical and equipment control software highly desirable.
- Must be self-motivated and capable of working with minimal supervision.
- Exhibits strong decision making, supervisory, and management ability; ability to give, understand, and implement written and oral instructions.
- Ability to prepare clear, concise, and comprehensive memos, letters, presentations, and reports on tasks assigned.
- Ability to attend training classes, seminars, meetings, etc., locally, out of town, and/or overnight.
- Alternate week on-call status and/or subject to call status required.
- Communicates effectively with the public, other employees, management, utility company representatives, vendors, consultants, and contractors.

## **V. MINIMUM QUALIFICATIONS**

- High School Diploma or GED supplemented by college, accredited trade school, military or similar training with five (5) years of increasingly responsible experience in electrical work performing all phases of line work preferred or an equivalent combination of education and experience.
- Valid Texas Drivers License-Class B, CDL.
- Completion of Lineman Trainee, Lineman III, II
- Transformer Schools, TEC Loss Control Program, Grounding and Capacitor School, Texas A&M Short Course highly desirable.