

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Line Foreman - Electric

**Department:** Electric Distribution

**Pay Grade:** 117

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The Line Foreman – Electric supervises construction and maintenance of power lines (overhead and underground), transformer banks, metering equipment, and street light work of assigned crew(s) for the City and is considered a safety sensitive position. An incumbent in this position also ensures safety protocol and standards are met, troubleshoots outages, generates required reports, and responds to emergency calls.

#### ESSENTIAL JOB FUNCTIONS

- Supervises: construction and maintenance of power lines (overhead and underground), single and three phase transformer banks, and single and three phase metering equipment (CTs); connection of all high and low voltage power lines; replacement and maintenance of all existing City street lights; trimming of trees away from energized power lines; and climbing of wood poles.
- Reviews tracking and tailboard sheets for assigned jobs; delegates assignments to crew members; and checks out materials necessary for projects.
- Supervises work crews; monitors work; trains and assists crews; and makes sure electrical principles and regulations are followed.
- Inspects job sites for hazards; ensures safety procedures are followed.
- Maintains schedules; generates required reports and paperwork such as time/mileage sheets, job orders, and activity reports.
- Reviews reports submitted by crew members; verifies and approves time/mileage sheets.
- Monitors and conducts inspections of equipment/supplies/tools/machines/vehicles and other work aides; orders supplies as needed; and ensures all equipment and vehicles are in good running order.
- Rides and/or drives from one location to another; conducts inspections; troubleshoots problems; and observes/evaluates crew members.
- Conducts routine checks for trees on lines.
- Troubleshoots power outages and other related problems; determines source of electrical problems; and initiates course of action
- Assists crews as needed including rehabbing lines and installing transformers.

- Works on-call 24 hours as scheduled; responds to emergencies within time requirements (respond within 25 minutes to the call or warehouse).
- Conducts safety meetings with crews.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School diploma or equivalent, 10 years of verifiable Class A Lineman or Leader experience, or an equivalent combination of education and experience; 5 years of supervisory and/or foreman related work experience.

#### **Licenses or Certifications:**

- Certifications desired for the following areas: Pole Climbing; Hot Line; Transformer; Underground; Class 7 Forklift; First Aid; and CPR.

#### **Special Requirements:**

- Possess and maintain a valid Texas driver's license and a good driving record.
- Obtain commercial driver's license (CDL), Class "A" or "B, within 90 days of hire.
- Maintain weight in order to meet weight requirements when using a bucket truck; combined personal body weight, materials, and tools cannot exceed 300 pounds.
- Ability to maintain regular, reliable in-person attendance.
- Ability to respond to emergencies, serve on-call duty, and respond within required time frame.
- Must be able to respond from their residence to the Lockhart City limits of service area within 25 minutes of notice by the City to a call out or the electric warehouse.

#### **Knowledge, Skills and Abilities:**

- Knowledge of constructing and maintaining distribution overhead and underground power lines including connecting/disconnecting meters, framing, and installation.
- Knowledge of locating underground circuits using a locator.
- Knowledge of installation and maintenance of street lights.
- Knowledge of three phase and single phase transformer installation and associated primary distribution methods.
- Knowledge of City policies and procedures
- Knowledge of safety requirements.
- Skill in using department software.
- Skill in math in using formulas and making calculations for sag circuits, frame poles, amp load for transformers and wire size, and other calculations to perform job.
- Skill in using heavy equipment used in performing job duties.
- Skill in writing in order to complete job orders, checklists, reports, and related paperwork.
- Ability to communicate clearly by radio.
- Ability to follow job orders specification book.
- Ability to interpret schematics of system/substation feeder maps, line constructions, drawings, and underground instructions.
- Ability to ensure assigned crew follows policies and procedures.

- Ability to communicate clearly and concisely.
- Ability to maintain concentration needed to perform duties around energized circuits.
- Ability to analyze and evaluate information regarding power outages, determine source, and resolve problem.
- Ability to identify and troubleshoot outages.
- Ability to oversee the work of crews.
- Ability to organize, prioritize, assign, delegate, and review work of others.
- Ability to establish and maintain effective relationships with crews and supervisor.
- Ability to interact effectively and courteously with customers as required.
- Ability to respond to the City of Lockhart City limits or service area within twenty-five (25) minutes of notice by the City to a call out or to the electrical warehouse including night and weekend work.

### PHYSICAL DEMANDS

The work is heavy work. The employee is constantly required to move objects applying up to 20 pounds of force; frequently required to apply 30 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
C	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
F	• Crouching: Bending the body downward and forward by bending leg and spine.
C	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
C	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
R	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
F	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	• Mental Acuity: Making rational decisions through sound logic and deductive processes
F	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
C	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.

C	<ul style="list-style-type: none"> <li>Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
C	<ul style="list-style-type: none"> <li>Standing: Being erect particularly for sustained periods of time.</li> </ul>
F	<ul style="list-style-type: none"> <li>Talking 2: Shouting to be heard above ambient noise.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 2: Verifying color, depth perception, or field of vision.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.</li> </ul>
F	<ul style="list-style-type: none"> <li>Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.</li> </ul>
C	<ul style="list-style-type: none"> <li>Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed: outdoors under various weather conditions including heat, humidity, and precipitation and exposure to insects along with occasional domestic and wild animals; with constant exposure to high voltage electrical hazards; with heavy equipment and noisy machinery that could result in bodily harm to co-workers or others; and with required protective equipment such as steel-toed boots, hard hats, leather work clothing, earphones, safety glasses, and rubber gloves. Work is performed in a relatively safe and secure work environment and inside a climate-controlled building.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date