

City and Borough Sitka, Alaska

Class Specification

Class Title	Line Crew Foreman
Class Code Number	4060
FLSA Designation	Non-Exempt
Pay Grade and Range	IBEW
Effective Date	September 2010

General Statement of Duties

Supervises electric line crews; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise work of line crews in performing installation, maintenance and repair on overhead and underground distribution, transmission and substation. The work is performed under the direct supervision of the General Foreman but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over employees in the class of Line Workers. An employee in this class performs the duties of other employees in the Electric Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, contractors and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Supervises the installation, maintenance and repair of primary and secondary equipment on electric transmission, distribution and substations;
- Supervises the installation and maintenance of company owned customers outdoor lighting equipment;
- Tests, maintains and installs duct line, cable, conduits, risers, circuit breakers, transformers and associated equipment, substation equipment and circuits;
- Provides regular safety training for line crews;
- Ensures electrical line work is performed in accordance with applicable codes, standards, policies and procedures;
- Supervises and assigns work to tree trimming, street light maintenance, service and trouble crews;
- Inspects work in progress and patrols lines;
- Maintains time and work records and prepares periodic reports;
- Assists in supervision of emergency situations;
- Operates heavy equipment and vehicles;
- Climbs ladders, utility poles and other overhead devices necessary to access electric lines;

- Works in ditches, culverts, vaults and other underground situations necessary to access electric lines;
- Investigates outages;
- Performs preventative maintenance system checks;
- Responds to 24 hour standby call outs and “on call” duty;
- Provides for safety compliance of line crews and their work;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens’ questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, methods, equipment and tools used in electric transmission and distribution systems and substations;
- Thorough knowledge of occupational hazards and safety precautions for electric distribution and transmission operation and maintenance;
- Thorough knowledge of the electrical system, facilities and geography of the service area;
- Thorough knowledge of electrical theory;
- Thorough knowledge of the switching procedures during power outages and emergencies;
- Skill in the use of hand tools and heavy equipment;
- Skill in working on energized and de-energized electrical lines;
- Ability to read and interpret designs and specifications related to electric distribution and transmission and substations;
- Ability to work from ladders, lift trucks and other overhead apparatus;
- Ability to work in ditches, culverts, vaults and other tight underground spaces;
- Ability to perform duties in all weather conditions
- Ability to perform emergency service;
- Ability to insure the safety of co-workers and the general public;
- Ability to respond to on call, standby and other emergency conditions;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, supplemented by completing a four (4) year apprenticeship program involving 8,000 hours of state certified instruction; and
- Considerable experience as a Journeyman Line Worker; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a commercial driver’s license issued by the State of Alaska.
- Possession of an Alaska State Certificate of Fitness as a Journeyman Line Worker.
- Possession of First Aid and C.P.R. Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to see small parts and numeric designations;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work with hand tools and wire;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb utility poles, work in underground vaults, and access a diversity of workspaces.

• • • END • • •