

## LINE FOREMAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Line Foreman is a working foreman responsible for providing field supervision over crews involved in the installation, maintenance, and repair of underground and overhead electric distribution and service lines, transformers, meters, metering equipment, and related equipment. This class is also responsible for performing related duties as required.

**Distinguishing Features:** Work involves moderate physical exertion, heavy lifting, and exposure to inclement weather. The hazardous conditions of working with high-voltage energized lines and equipment are a critical factor of this job. The Line Foreman is distinguished from the Lineman class by having responsibility for supervising personnel and overseeing equipment, materials, and recordkeeping duties. This class receives general supervision from the Transmission and Distribution Supervisor who reviews work through reports, meetings, and the evaluation of completed work projects. Work is subject to stand-by, pre-arranged, and call-out duty. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of education, training, and experience equivalent to completion of an apprenticeship program in the lineman trade. Considerable (3 - 5 years) experience as a journey-level lineman engaged in the installation, maintenance, and repair of power lines, transformers, or related equipment.

**Special Requirements.** Must possess a valid Arizona Class A Commercial Driver's License (CDL) within 30 days of hire date. Must reside in the Mesa Electric call-out area (example: within an eighteen-mile radius of Main Street and Center Street intersection) within one year after hire date. Must have valid First Aid card with Cardiopulmonary Resuscitation (CPR) endorsement.

**Substance Abuse Testing.** This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382.

**Preferred/Desirable Qualifications.** Supplemental training or coursework in the principles of supervision and some (6 months - 1 year) experience in a lead or supervisory capacity is highly desirable.

### ESSENTIAL FUNCTIONS

The essential functions listed below may not apply to all areas of assignment within this classification.

**Communication:** Communicates with customers to solve power problems and satisfy electric utility needs. Conducts safety and electric utility-related training. Completes reports and forms related to assigned projects. Maintains time reporting records of the crew and approves employee leave. Prepares

crew performance appraisals. Communicates with Energy Resources office to report major outages, physical changes in lines or switches, serious accidents, and to request assistance.

**Manual/Physical:** Inspects the work of Linemen, Linemen Apprentice, and Electric Utility Equipment Operators to ensure compliance with prescribed operating and safety standards. Uses the safety procedures and equipment associated with electrical hazards. Establishes and maintains electric line clearances with other utilities. Installs high-voltage connectors; transformers and switches in manholes and vaults, securing equipment, and cables; and various service lines, power poles, meters, and metering devices. Operates boom and bucket trucks requiring a valid Arizona Class A CDL to operate heavy equipment. Operates power-driven machinery, such as hydraulic compression pumps, chain saws, jackhammers, etc. Operates switches and related equipment. Uses common hand tools to construct and maintain overhead and underground power lines. Checks material, equipment and manpower requirements, and conducts pre-job meetings and job safety analysis with crew. Checks time sheets, material stores orders, work order face sheets, construction sketches, and other reports for procedural accuracy. Contacts Distribution Operation Center requesting hold tags, switching changes, or other operating requirements. Meets scheduling and attendance requirements.

Installs personal protective grounds. Removes broken or defective conductors. Assists in constructing and wiring electrical high-voltage substations. Installs and terminates underground high-voltage cable between vaults, manholes, and pole risers. Works at heights greater than ten feet (example: in bucket or platform truck) to install equipment or connectors. Climbs ladders, poles, and towers on a daily or continuous basis as required or determined by supervisor. Trims trees around energized electrical power lines. Distinguishes colors to identify circuits and color-coded electrical connectors. Sets up traffic cones and barricades. Detects natural gas leaks when working on underground cable. Moves objects (example: connectors, switches, etc.) weighing up to 100 pounds, using a cart or other aid to assist with the lifting. Works in a variety of weather conditions; in small, cramped spaces; and on and near high-voltage energized lines and equipment. Provides lead supervision over workers involved in maintaining, installing, and repairing underground and overhead power distribution and service lines, transformers, meters, metering equipment, and related equipment. Reads and interprets construction plans and schematics (related to the installation of electrical power distribution lines). Prioritizes work assignments. Comprehends and makes inferences from written material. Analyzes voltage recordings, charts, and electric trouble reports to make recommendations on replacing or upgrading transformers, services, or related equipment. Determines the equipment, tools, materials, and manpower needed to complete assigned projects. Learns job-related material through on-the-job training and in classroom settings. Uses a personal computer (PC) and laptop PC for reports, basic Geographic Information System (GIS) access to maps and data, email, and routine office applications for personnel reviews, and other purposes. Meets scheduling and attendance requirements.

**Mental:** Reviews and analyzes jobs with the supervisor to determine the safest and most efficient method to be used in completing these assignments. Plans, coordinates, and directs the work of various size crews, which may include different crew compositions. Supervises and checks each phase of work in progress to ensure jobs meets required quality and construction standards. Promotes and maintains harmony among assigned crew personnel, customers, and the general public.

**Knowledge/Skills/Abilities:**

Knowledge of:

the methods, materials, and equipment used in the lineman trade;  
electrical theory and practices;  
safety rules of the trade including American Public Power Association (APPA), Occupational Safety and Health Administration (OSHA) 1910.269, and applicable Arizona state safety rules;  
Arizona Blue Stake Law; and  
the principles and practices of lead employee supervision.

Skills in:

the use of the tools and equipment commonly used in the lineman trade; and  
PC operations, and basic GIS and office applications software.

Ability to:

supervise and assist in evaluating the work of subordinate personnel;  
use the safety procedures and equipment associated with working on high-voltage electrical lines and equipment;  
perform the physical requirements of the position;  
understand and follow verbal and written instructions;  
be proficient in pole top, bucket and vault rescue, and  
establish and maintain effective working relationships with management, coworkers, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to update Pay Grade and Increments 6/16

MJ/st

CS4876.DOCX

EEO-SCW

JOB FCTN-TRA

INCREMENT 185-200

PAY GRADE: 55

SECURITY-N/A

IND-7539

SWORN-No