

VERNON ELECTRIC COOPERATIVE

Position Description

Job Title: Line Superintendent
Department: Operations & Engineering
Reports to: Dir. of Operations & Engineering
FLSA Status: Exempt
Prepared Date: October 2018

Position Summary:

Directs the day-to-day operation, construction, and maintenance of the electric distribution system in such a manner as to assure the most efficient utilization of construction and operation methods, techniques and equipment. Directs the activities of personnel to assure that the service provided meets members expectations for promptness, expertise and professionalism.

Essential Duties and Responsibilities:

1. Supervises the distribution construction and maintenance functions of the Cooperative.

Selects, disciplines, evaluates, trains and supervises employees.

Directly supervise the line crew by providing timely and well planned job assignments along with all necessary resources for the crews to successfully accomplish the job.

Administers employee development programs consistent with applicable policies, procedures and practices to assure the maintenance of a highly competent, motivated and effective workforce.

Monitors progress and costs incurred in carrying out departmental work plans and budgets.

Handles escalated member complaints and questions as needed.

Recommends and facilitates actions required to enhance service reliability.

2. Acts as a member of the Operations Staff.

Communicates and interprets the Cooperative Mission Statement, strategic goals and policies within the department to establish direction and to obtain understanding and commitment by the employees of the department.

Supports member and employee satisfaction initiatives by demonstrating excellent member service skills.

VERNON ELECTRIC COOPERATIVE

Reports regularly to the Director of Engineering and Operations to assure compliance with department goals and budget levels.

Attends, communicates and participates in regular departmental meetings to discuss, propose and report on department activities, progress and process improvement initiatives.

3. Directs the daily activities of the line department.

Organizes the resources needed by personnel to effectively and safely perform their job functions.

Routinely inspects construction sites during all phases of construction to ensure that all work is done according to RUS and NESC standards, along with cooperative procedures, policies, and rules.

Coordinates work between members, contractors and Cooperative personnel

Supervises construction, maintenance and operation of distribution lines including work done by contractors.

Assists in design, planning and staking of line construction, new services and service changes.

Performs jobsite visits to ensure line crew compliance with OSHA, WECA Safety Rules and use of safety equipment.

Directs and coordinates the efforts of all crews in emergencies including dispatch and outage analysis.

Reviews and approves timesheets, PTO, purchase orders, and contractor fees.

4. Recommends and evaluates material and equipment purchases.

Recommends, evaluates the purchase of necessary hand tools and other equipment for employees.

Recommends, evaluates the purchase of cooperative vehicle and equipment replacements.

Assists with the acquisition, storage, and issuance of materials to ensure proper inventory control in support of system construction and operations.

5. Provides technical expertise to the department.

Assists in the troubleshooting and correction of system operating problems.

Assists in or develops switching procedures and recommends changes in system configuration and construction to ensure system performance.

Develops and provides guidance on training programs for operations personnel, and ensures that on-the-job technical training and safety programs meet the qualifications and requirements of the various positions of operations personnel.

VERNON ELECTRIC COOPERATIVE

Provides advice on changes in system design, materials, or equipment.

6. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of cooperative policies, rules and regulations.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to demonstrate a commitment to customer service at all times, working well with others to provide quality, efficient and courteous service.

Ability to apply the concepts of electric line design including but not limited to basic algebra, geometry, statics, and electric theory. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to stake line according to Rural Utility Service (RUS) and National Electric Safety Code (NESC) specifications and to clearly and accurately articulate the work assignment orally and/or in the form of a service order or work order.

To perform this job successfully, an individual shall have knowledge of National Information Services Cooperative (NISC) software and be able to make inquiries for a variety of information including but not limited to pole inventory records. Knowledge of word processing, spread sheet, and internet software is required. Must have the ability to quickly adjust to a variety of changing software applications.

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Knowledge of the National Electric Safety Code, OSHA, and safe working practices is required.

Balances team and individual responsibilities. Completes projects on time and budget. Responds promptly to member needs, solicits feedback to improve service, and responds to requests for service and assistance. Maintains confidentiality. Must be organized, detail oriented, able to concentrate, and be skilled in communication with others. Follows policies and procedures, demonstrates accuracy and thoroughness, follows instructions, and responds to management direction.

Is consistently at work and on time and ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time and commits to long hours of work when necessary.

VERNON ELECTRIC COOPERATIVE

Physical Requirements/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The employee is occasionally exposed to extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Education/Experience:

High school diploma or equivalent. A Technical school degree with a minimum of ten years' experience or a Bachelor's Degree with a minimum of five years' experience in an electric distribution utility, preferably a Rural Electric Cooperative, either by progression through the ranks of a lineman and line foreman or in a middle management position is required.

Certificates, Licenses, Registrations:

Must possess valid commercial driver's license (CDL), first aid and CPR certification.