



# Job Title: Line Foreman

**Status:** Nonexempt

**Date:** March 21, 1986

**Written By:** Nick Wehmeier & Lynn Behrns

**Department:** Electric

**Immediate Supervisor:** Electric Foreman

**Revised:** April 4, 2024

**Revised By:** Tara Strain

**Grade:** T

**Salary Range:** \$33.31 - \$44.70

## SUMMARY

Under the administration of the City Administrator and supervised by the Director of Public Works & Utilities, supervises, coordinates, and participates in the construction and maintenance of overhead power lines and related electrical distribution facilities and systems.

## RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

- 1.0 Supervises, coordinates, and participates in the maintenance of existing power lines.
  - 1.1 Inspects power lines, insulators, utility poles, connectors, guy wires, transformers, and capacitors to determine maintenance needs.
  - 1.2 Determines priority of work and informs workers what work is to be performed.
  - 1.3 Oversees and participates in the repair or replacement of power lines, insulators, utility poles, connectors, guy wires, transformers, and capacitors.
  - 1.4 Oversees and participates in the removal of unused and abandoned power lines.
  - 1.5 Determines appropriate locations for capacitors.
  
- 2.0 Supervises, coordinates, and participates in the construction of new power lines.
  - 2.1 Develops plans for the construction of new power lines.
  - 2.2 Purchases necessary material for construction projects.
  - 2.3 Determines appropriate location for utility poles, and over sees and participates in the erection of utility poles.
  - 2.4 Climbs poles and operates aerial basket to position self where can work on power lines.
  - 2.5 Cover existing wires with rubber cover up material to prevent electrical shock.
  - 2.6 Strings new wire, using string trailer and stringing dollies.
  - 2.7 Secures wires to cross arm insulators and splices wires to adjoining sections of power lines to complete circuits, using various hand tools.
  - 2.8 Energizes new power lines.
  - 2.9 Reports progress and costs of new power lines to Electric Committee.

- 3.0 Supervises, coordinates, and participates in the upgrading of existing power lines.
  - 3.1 Oversees and participates in the removal and isolation of existing power lines.
  - 3.2 Oversees and participate in the installation of upgraded power lines.
  - 3.3 Oversees and participates in the energizing of upgraded power lines.
- 4.0 Resolves customer questions and problems.
  - 4.1 Receives calls from customers concerning electric service, such as low voltage and power outages.
  - 4.2 Inspects problems to determine appropriate courses of action to resolve problems.
  - 4.3 Makes appropriate repairs.
- 5.0 Oversees and participates in the testing of electric meters.
  - 5.1 Removes electric meters.
  - 5.2 Tests meters at fast load and light load, and tests for creep, using electric meter tester.
  - 5.3 Calibrates electric meters to ensure accuracy.
  - 5.4 Reinstalls meters that meet standards of accuracy.
  - 5.5 Replaces meters that do not meet standards of accuracy.
- 6.0 Performs various administrative activities.
  - 6.1 Develops and submits budgets for the Electric Department.
  - 6.2 Secures permits from highway department and railroads.
  - 6.3 Purchases tools, equipment, and material.
  - 6.4 Plans and schedules daily, weekly, and seasonal work activities.
  - 6.5 Develops maps of city areas,
  - 6.6 Maintains departmental records, including records of PCB contaminated capacitors as required by the Environmental Protection Agency.
  - 6.7 Conducts field and classroom training sessions to instruct workers on proper work methods and procedures.
  - 6.8 Estimates the cost of work to be done.
  - 6.9 Conducts electrical inspections.
- 7.0 Oversees and participates in the trimming of tree limbs and branches to allow proper power line clearance.
  - 7.1 Operates aerial basket truck to position self where can cut limbs and branches.
  - 7.2 Cuts limbs and branches, using chainsaws and handsaws.
  - 7.3 Operates front-end loader to load limbs and branches into dump trucks.
- 8.0 Oversees and participates in the maintenance of street and security lighting systems.
- 9.0 Oversees and participates in the maintenance of substations.
  - 9.1 Operates repairs and replaces takeaway circuits and circuit breakers.
  - 9.2 Maintains records of circuit loads.
- 10.0 Oversees and participates in the maintenance of Electric Department building, grounds, and equipment.
- 11.0 Performs related duties as needed or assigned.

#### **MINIMUM QUALIFICATIONS**

- 1. Extensive work experience and/or training in the methods and procedures used in the operation, construction, and maintenance of electrical distribution systems.
- 2. Possesses a valid Dept. of Labor Journeyman Lineman Certification

3. Demonstrated ability to operate required equipment.
4. Excellent health and physical condition to permit often-strenuous work under varying weather conditions.
5. Possess a valid Missouri Driver's license and a good driving record.
6. Possess a Class "B" Commercial Driver's License.
7. Demonstrated ability to understand and accurately follow oral and written instructions.
8. Excellent work history and attendance record.