

## **ELECTRICAL FOREMAN**

### **NATURE OF WORK**

The position of this class is responsible for assisting the Electrical Superintendent with installation, maintenance, and repair of transmission and distribution lines and related components of the municipal electric distribution system. Incumbent reports to the Electrical Superintendent, and acts as the lead worker of the electrical crew with limited supervisory responsibilities. This employee periodically is assigned to diagnose power problems, and work with considerable independence. Duties include exercising initiative and judgment in performing delegated projects and especially in meeting emergency situations. Work is performed under the general supervision of the Electrical Superintendent and is reviewed through conferences and on the basis of results achieved. The employee in this class acts for the Superintendent in his absence.

**ILLUSTRATIVE EXAMPLES OF WORK** {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Supervises, coordinates and participates in line crew operations and construction activities. Assists in the planning and layout of jobs and assigns tasks to crewmembers.
- Oversees the methods used by line workers and apprentices to ensure their safety; and ensures that protective devices and equipment are used where indicated. Supervises the work of several line crews on major trouble calls in the absence of the superintendent.
- Maintains work schedules for emergency work performed outside regular work hours. Prepares necessary work reports, and payroll related forms. Submits requisitions for supplies, equipment, and repairs.
- Directs and assists in the installation of services and meters on customer's premises; and the setting of poles, anchors, and guides.
- Ensures that equipment is properly maintained; initiates corrective measures on equipment malfunctions. Reads commercial meters and records usage.
- Assists in training subordinate personnel. Reports to work on a timely basis, maintains a good attendance record, and performs related work.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of the standard methods, materials, tools and equipment used in the construction, maintenance and repair of high and low voltage electric transmission and distribution lines.
- Knowledge of occupational hazards and safety precautions of the trade. Knowledge of first aid techniques for electrical shocks and burns.
- Ability to safely climb ladders and poles and work at heights and in confined areas. Ability to be alert and observant, and to work under stress and adverse conditions for extended periods of time and in irregular hours. Ability to locate, diagnose and repair defects in electrical systems.
- Ability to understand and execute oral and written instructions and to interpret blueprints and electrical schematics. Ability to prepare standard work reports and maintain related records.
- Ability to supervise the work of electrical crews. Ability to establish and maintain effective working relationships with superiors, subordinates, emergency personnel, city employees, and the public
- Skill in the use and care of the tools, equipment, vehicles, and materials used in the work.
- Possession of a Louisiana commercial driver's license as required by the Department of Public Safety, prior to appointment.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED required and two years of lead crew and journey level line worker experience in a municipal or private electrical distribution system; or substituting course work or training in electrical distribution systems for up to one year of the experience. Must be a registered voter.