

City of Sallisaw
Job Description

Job Title: Crew Leader

Exempt (Y/N): No
Date: January 2011

Department: Electric Department
Reports To: Superintendent

SUMMARY:

The incumbent is responsible for directing routine activities of electric department employees in performance of their duties. Serves as Crew Leader under immediate direction of the Electric Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Performs duties as Crew Leader for the Electric Department. Supervises linemen when Superintendent is not present. Exercises functional and technical supervision over the installation, operations, maintenance and repair of overhead and underground electrical power lines and systems.
2. Performs duties as Electric Superintendent in his absence.
3. Maintain transformer inventory and order materials as needed.
4. Maintain overhead and underground electric system.
5. Construct overhead and underground lines.
6. Maintain and operate electric substations.
7. Climbs poles, operates aero lift trucks, digger trucks and other motorized equipment.
8. Maintains and repairs the entire city's metering equipment; both residential and business.
9. Responds to service calls concerning power outages and electrical problems.
10. Required to work long hours, overtime and be on standby status.
11. Recommends personnel action and enforces department policies and procedures.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises routine activities of Electric Department employees; field supervision on job site. In the absence of the superintendent, carries out supervisory responsibilities in accordance with the city's policies and applicable laws.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and four (4) years lineman experience in repair and maintenance of overhead and underground electrical power lines and systems. Must have experience as electric lineman.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to present information effectively.

INTERNAL AND EXTERNAL COMMUNICATION:

Contacts with others beyond immediate associates, but generally of routine nature. Frequent contact with management and citizens. Must be able to maintain cooperative working relationship with other departments and personnel of the City. Must be able to work out problems with customers in an amicable manner.

MATHEMATICAL SKILLS:

Must have knowledge of different voltages. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Oklahoma Drivers License; Class A CDL with airbrake.

PHYSICAL DEMANDS:

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 must be able to talk, sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.


WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 position the incumbent is exposed to all types of outdoor weather conditions; extreme heat, cold, wet and humid conditions. The incumbent works in high precarious places, near moving mechanical parts and is at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals. Work is very strenuous.

The noise level in the work environment is usually loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Oklahoma.

Approved:  Date: 11-4-14
City Manager

Modified: 01/11, 11/4/2014