

LINE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves supervision of the work involved in the installation and maintenance of underground and overhead electric power lines and poles. Under general direction of the Board of Light Commissioners, the incumbent is responsible for coordinating daily functions of the Light Department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and schedules work to be performed on a daily, weekly and monthly basis;
Gives daily work schedules to assistant line supervisor for assignment to subordinates;
Determines and enforces departmental policy for safety and general work rules;
Determines future needs and approves procurement of equipment, materials and supplies;
Reviews daily time sheets and prepares payroll reports;
Maintains liaison with village office;
Oversees billing procedures;
Resolves customer complaints and labor conflicts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the theory and principles of electricity, electrical distribution systems, insulation and transformer hook-ups;
Thorough knowledge of safety practices when working with electrical lines and equipment;
Thorough knowledge of electrical maintenance and repair techniques;
Thorough knowledge of the tools, instruments and terminology used in the electrical trade;
Good knowledge of the theory and principals of electricity;
Good management skills;
Skill in the use of equipment used in power lines operation and maintenance;
Ability to climb and work at heights without discomfort;
Ability to establish good working relationships;
Ability to supervise the work of others in a manner conducive to good performance;
Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in electrical engineering technology or a closely related field and three years experience installing and maintaining underground and overhead electric power lines and poles; or
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and five years experience as indicated in A) above; or
- c) Seven years experience as indicated in A); or
- d) An equivalent combination of training and experience as described by the limits of a), b), and c) above.