

# CITY OF CELINA

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Number:**

**Class Number:**

**Name:**

**Class Title:** Electric Line Maintenance  
Worker 2

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**Civil Service Status:** Classified

**Employment Status:** Full-time, Regular

**FLSA Status:** Non-exempt

**Pay:** CBA

**Dept./Div:** Electric Department

**Reports To:** Electric Distribution Supervisor

**Supervises:**

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**QUALIFICATIONS:** (An example of acceptable qualifications)

Completion of technical education in electrical distribution and five (5) years experience in electric distribution, or equivalent; demonstrable ability to travel to and gain access to field worksites, and operate department trucks, electrical tools, and testing devices; possession of valid State of Ohio Commercial Driver's License.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Commercial Driver's License.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

**Knowledge of:** electric line maintenance techniques, materials, and equipment; electrical principles; safety practices and procedures; vehicular equipment maintenance techniques.

**Skill in:** operation of job-related tools, instruments, and equipment.

**Ability to:** identify existing or potential problems and take appropriate corrective action; exercise sound judgment; perform manual tasks for extended periods of time under hazardous conditions; communicate effectively; maintain accurate records; identify equipment malfunctions and take appropriate corrective action.

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Date Adopted:

Date Revised:

Developed by:

Clemans, Nelson & Associates, Inc.

Columbus, OH 43235

061401wmpLI

pdceleclmw2

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**ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- (1) Conducts skilled maintenance and installation of high voltage and secondary electric lines; utilizes electric hotline equipment, bucket truck, and other tools to work overhead; maintains secondary and primary distribution, energized primary, and congested energized distribution circuits; connects transformer banks; fuses transformers; installs wires and component parts; identifies location of important circuits and cuts out fuses; installs underground wiring; installs reclosures and capacitor banks.
- (2) Repairs and maintains equipment in the distribution substation; prepares purchase requisitions for any needed material, equipment, and supplies; receives, checks and logs in and puts away all material, equipment, and supplies.
- (3) Performs traffic control functions; installs and adjusts traffic lights and street lights; erects traffic signal poles; repairs and maintains traffic signals, (e.g., replaces sockets and bulbs in traffic signals, cleans lenses, straightens bent signals and visors, replaces broken lenses, oils, replaces defective parts in, and adjusts timing mechanisms, using a stop watch for correct timing of signal, etc.).
- (4) Responds to customer service calls; explains procedures and electrical failure causes to general public; responds to line outages and emergency problems as needed.
- (5) Installs three-phase metering; sets meters and checks for overloads.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (1) Operates auger truck to dig holes for poles; installs poles, guy anchors, and transformers; loads and unloads poles, transformers, and other materials; operates trailer to roll and install underground wiring; installs hardware on crossarms.
- (2) Trims trees to ensure clearance of electric lines.
- (3) Maintains records and reports as required.
- (4) Maintains vehicles and equipment, and performs minor repairs; maintains adequate supply of parts and equipment on line truck.

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(5) May direct other line workers in performance of duties (e.g., instructs new employees in line operations; ensures employees adhere to safety practices and procedures).

**EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive)

Bucket truck, digger truck, miscellaneous electrical equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

(For purposes of O.R.C. 4167)

Periodically required to be on call; frequent exposure to severe weather, traffic; frequently exposed to heights; constant exposure to heavy equipment, electrical hazards.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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