



City of Milford

Electric Line Supervisor

Pay Grade: 11

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: At least eight (8) years' experience as an Electric Line Technician (Lineman) with at least three (3) of those years' as a 1st Class Line Technician (Lineman). CPR/AED/First Aid Certification. Environmental Oil Spill Training. NIMS (Homeland Security) ICS-100, FEMA IS-700 & ICS-200 training. Lineman School. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Electric Director

Supervisory Responsibility: Small group of employees

Primary Work Location: In/around, and out of the city with possible exposure to extreme environments, with reporting, office duties and meetings at the Public Works facility.

Job Summary: The Electric Line Supervisor is responsible for supervising the daily activities of the City line crews, operating and repairing City lines as needed, and assisting in the preparation of work orders.

The Electric Line Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Electric Line Supervisor shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Electric Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Crew Work Scheduling:** Plans daily work schedules for City line crews to ensure efficient operations.
- **Contractor & Customer Engagement:** Meets with contractors and customers to discuss project requirements and address concerns.
- **Infrastructure Design Support:** Assists in designing small development infrastructure and makes necessary on-site field adjustments.
- **Work Order & Supply Management:** Completes work orders for jobs and coordinates the ordering of supplies.
- **Job Coordination & Troubleshooting:** Coordinates small projects with homeowners and resolves service-related issues.
- **Equipment & Vehicle Maintenance Oversight:** Oversees maintenance of City equipment and vehicles to ensure operational readiness.
- **Permit Assistance:** Assists in preparing state permits for work on state-owned roads.
- **Line Design Assistance:** Contributes to the design of overhead and underground lines for developments and main feeders throughout the City.
- **Installation & Maintenance Work:** Performs all phases of primary and secondary installation and maintenance work.



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- **Line Crew Training:** Oversees training for line crew employees in all aspects of electric line work.
- **Safety Enforcement:** Enforces City safety rules and regulations to maintain a secure work environment.
- **Line Maintenance - Tree Trimming:** Trims trees around power lines to ensure proper clearance.
- **After-Hours Support:** Provides after-hours support for on-call duties, special events, and weather-related emergencies.
- **Employee Evaluations:** Conducts performance evaluations for line crew employees.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Electric line construction, maintenance, and safety requirements
- Familiarity with electric theory

Skills

- Communicates effectively and tactfully with fellow employees and the public.
- Able to efficiently and safely complete work in a timely fashion.

Abilities

- Plans and supervises work.
- Establishes an effective working relationship with others.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Observes and enforces safety rules and regulations.
- Must live within 40 minutes of the Public Works facility.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
