



City of Milford

Electric Line Technician Foreman

Pay Grade: 10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Six (6) years' experience lineman with at least one (1) year Line Technician, 1st Class. A comparable amount of training and experience may be substituted for the minimum qualifications. Previous supervisory experience is preferred.

Licenses, Certificates and Other Requirements: Must live within 40 minutes of the Public Works Facility and work scheduled On-Call Duty. 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. NIMS (National Incident Management System) ICS-200 and FEMA IS-700 training.

Environmental Oil Spill training. CPR/AED/First Aid Certification. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High School diploma or equivalent

Direct Supervisor: Electric Line Supervisor

Supervisory Responsibility: Small group of employees

Primary Work Location: In and out of city limits with possible exposure to extreme environments with reporting and meetings at the Public Works Facility.

Job Summary: The Electric Line Technician Foreman performs technical and skilled work in the installation and maintenance of electric power distribution systems.

The Electric Line Technician Foreman 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 Technician Foreman shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Essential Job Functions:

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

- **Contractor Coordination:** Meets with contractors to discuss project requirements and coordinate work.
- **Schedule Organization:** Organizes daily schedules to ensure efficient workflow and resource allocation.
- **Training Facilitation:** Serves as a Training Facilitator for the Lineworker Apprentice Program, Identifies and provides additional training needs to direct reports.
- **Wiring Installation:** Installs overhead and underground wiring for electrical infrastructure projects.
- **Fiber Optic Installation:** Runs fiber optic wire to support communication networks.
- **Substation Maintenance:** Maintains electric substations to ensure safe and reliable operation.
- **Distribution System Work:** Performs all phases of work on primary and secondary distribution systems, including street lighting, overhead, and underground installations.
- **Materials Management & Reporting:** Requisitions and inspects materials and prepares periodic reports to document project progress.
- **Administrative Documentation:** Completes paperwork and work orders to accurately record field activities. Including field safety audits and safety tailboard sheets. Responsible for call in tickets for Miss Utility.
- **Equipment Operation:** Operates aerial towers and line trucks for elevated work and equipment transport.
- **Transformer Installation:** Installs and connects various three-phase transformer banks.
- **Component Repair & Replacement:** Installs, repairs, and replaces cross arms, insulators,

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- transformers, lightning arresters, and related components.
Safety Oversight: Monitors and enforces safety precautions for the crew and the public.
Circuit Work: Accomplishes line work on both energized and de-energized circuits.
Switchgear Installation: Installs all types of switchgear on the distribution system.
Tree Trimming: Trims trees to maintain proper clearance and support line maintenance.
On-Call & Emergency Response: Provides after-hours support for on-call duties, special events, emergencies (including weather) and may include snow operations.
Outage Troubleshooting: Troubleshoots outages and performs necessary repairs to restore service.
Employee Evaluations: Conducts performance evaluations for a small group.
Other Duties: Performs related work as assigned by management.

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 utility systems and maintenance and the hazards encountered.
Use of radio equipment.
First aid practices and techniques.

Skills

- Communicates clearly and concisely, both verbally and in writing.
Establishes and maintains effective work relationships.
Time management.

Abilities

- Strength to perform manual labor.
Physical stamina to withstand working under adverse weather conditions.
Understands, abides, and enforces all safety rules.
Interacts positively with the public.

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:
