

CREW LEADER ELECTRIC DEPARTMENT

DEPARTMENT:

Village of Enosburg Falls Electric Light Department

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

Responsible for the operation daily performance of work assignments to ensure proper management of the Village of Enosburg Falls Electric Light Department.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Responsible for daily work scheduling of all department personnel.
- Oversees and coordinates all field activities of the department.
- Coordinates monthly safety training, ensuring that all members of the department attend all training sessions.
- Ensures that all work operations are done in a safe and efficient manner and that all safety regulations are adhered to.
- Coordinates the scheduling of all “on call” personnel.
- Establishes inventory levels of necessary materials. Ensures that inventory levels are maintained.
- When required, performs all work required of a Class “A” Line Technician.
- Perform estimates for new services and contract work.
- Oversees and coordinates all operations of the Village hydro and diesel generating facilities.
- Performs daily inspection of all plant equipment and ensures that all maintenance is performed as required.
- Establishes and maintains equipment maintenance procedures and schedules.
- Oversees and coordinates “on the job” training for lesser grade Line Technicians.
- Maintains a working knowledge of Federal, State and Village statutes and regulations pertaining to the department’s operations.
- Recommends general staffing levels, equipment, and training needs to the Village Manager.
- Adheres to OSHA, VOSHA, and other safety regulations
- Follows and maintains certification of Vermont Work Zone Traffic Control Flagger Regulations

PHYSICAL REQUIRMENTS:

- Work during varied conditions
- Standing for long periods of time
- Walking for long periods of time
- Ability to lift and carry a minimum of 50 pounds
- Pushing and Pulling
- Reaching overhead
- Use of Hand, foot and/or leg controls (*to operate machinery or equipment – to include, but not limited to, pedals, buttons, levers, and cranks*)

- Driving
- Stooping, crouching, kneeling, and crawling
- Climbing ramps/stairs
- Climbing ladders

SUPERVISION RECEIVED:

The Crew Leader of the Electric Department reports directly to the Village Manager and usually works independently.

SUPERVISION EXERCISED:

Leads and coordinates all Electric Department employees and subcontractors.

QUALIFICATIONS:

- High School graduate or equivalent combination of education, experience, and specialized training
- Must possess a Commercial Driver's License with all proper endorsements
- Six years of experience as a Class "A" Line Technician and must possess a Vermont Line Technicians Certification.
- Must be able to expend considerable physical effort such as lifting, pulling, and carrying of heavy objects under varied conditions.
- Telephone at place of residence
- Knowledge of OSHA, VOSHA and other safety regulations pertaining to the operation of equipment and construction and maintenance activities described.
- Working knowledge, experience and training in the construction, operation, and maintenance of 2.4, 7.2 and 12.4kv distribution systems and the knowledge and experience in working on such while energized.

TERMS OF EMPLOYMENT:

- Must maintain a good character profile, at all times, with the public during all working hours, while performing any assigned duties.
- Must be able to meet and deal with the public.
- Must have the ability to cooperate and establish effective working relationships with co-workers, supervisors, suppliers, and subcontractors.
- Must be able to clearly and concisely express ideas in writing and orally.