

## **UTILITY WORKER ELECTRIC DEPARTMENT**

### **DEPARTMENT:**

Village of Enosburg Falls Water & Light Department

### **GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:**

Assists in construction, maintenance, and repair activities for the Village of Enosburg Falls Water & Light Department. Performs readings of the water and electric meters.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Follows established routes; reads inside and outside residential and commercial meters; records consumption using a reading device; records manual readings as necessary.
- Performs electric meter & water disconnects and re-connects as a procedure to delinquent accounts. The position also requires on-call-time to respond to alarms, customer calls, and other incidents that may occur and need attention.
- Performs the replacement and installation of electric and water meters.
- Acts as qualified ground person when Line Technicians are installing anchors and poles, framing of poles, and installation of transformers and conductors. After proper training, acts as second person on a two-person crew, when the Line Technician is performing hot line and emergency work. Proper training to include, but not limited to, all safety training, classroom studies and on the job training equivalent to a second-year Line Technician Apprentice. After completion of training, the Utility Worker's wage will be 80% of the Class "A" Line Technician wage.
- Assists in the installation and maintenance of underground primary and secondary conductors.
- Under supervision, assists in the construction and maintenance of 2.4, 7.2 and 12.4kv conductors.
- Performs right of way clearing and maintenance, to include brush clearing and tree trimming.
- Assists in the operation of Village hydro and diesel generating facilities.
- Assists in the operation and maintenance of the water facility, water mains and lab work on some weekends and holidays.
- Maintains company buildings and grounds, work area, and equipment/tools in a clean, safe, and orderly condition.
- Performs other tasks as assigned by the Crew Leader of the Electric Department or the Head Line Technician.
- Adheres to OSHA, VOSHA, and other safety regulations
- Follows and maintains certification of Vermont Work Zone Traffic Control Flagger Regulations

### **NON-ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Perform routine maintenance on electric vehicle fleet including chipper and compressor. Keep fleet in compliance with annual inspection dates and preventative maintenance.
- Obtains necessary materials and stock for the Electric Department, stocks trucks with supplies, advises the Crew Leader when supplies need ordering and performs year-end inventory.

- Performs other related Water & Light Department duties as required.
- May perform duties in other departments as required.

**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 and poles

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Crew Leader of Village of Enosburg Falls Electric Light Department, in their absence, the Head Line Technician.

**SUPERVISION EXERCISED:**

This position has no supervisory responsibilities.

**QUALIFICATIONS:**

- High School graduate.
- Must possess a Commercial Driver’s License with all proper endorsements.
- Must be a certified Water Operator and must maintain such certification in a current status
- Must be able to expend considerable physical effort such as lifting, pulling and carrying of heavy objects under varied conditions.
- Ability to work in all weather conditions day or night. Work nights, holidays and weekends and respond to emergencies as required.
- Telephone at place of residence.
- General understanding of OSHA, VOSHA and other safety regulations.

**TERMS OF EMPLOYMENT**

- Must always maintain a good character profile with the public during all working hours, while performing all assigned duties.
- Must be able to meet and deal with the public.
- Must have the ability to establish effective working relationships with coworkers and supervisors.