



CITY OF RICHLAND

CLASSIFICATION TITLE: SERVICE CREW LEAD	JOB #: 2024	AFFILIATION: Affiliated (IBEW)
REPORTS TO: MAINTENANCE AND OPERATIONS SUPERVISOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Maintenance and Operations Supervisor or designee, directs, supervises and participates in the maintenance, repair and construction activities for the City's electrical transmission and distribution systems. Trains, assigns and reviews the work of assigned personnel and enforces safety rules and regulations. Prepares and updates reports and records, including updating work order maps. Subject to 24-hour callout for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organizes and supervises the day-to-day field activities of assigned personnel engaged in the installation, maintenance and repair of the City's electrical distribution and transmission systems.
- Schedules, directs, reviews and participates in the performance of the work activities of assigned personnel in the performance of their duties.
- Reviews work practices for proper safety procedures and supplies staff with recommendations.
- Reviews personnel duties to ensure timeliness and quality of work.
- Maintains records and reports associated with the electrical system to include, but not limited to, transformer records, vault details and pole records.
- Completes as-builts for work completed.
- Performs skilled, journey-level duties including construction, maintenance and repair of the City's overhead and underground electrical distribution and transmission systems to include primary and secondary voltages and lighting systems.
- Performs work on energized and de-energized lines.

- Performs switching operations.
- Sets, frames and constructs overhead lines including setting poles, installing conductors, transformers and all associated equipment.
- Installs vaults, conduit, transformers, conductors and all associated underground equipment.
- Troubleshoots, diagnoses and repairs overhead and underground electrical distribution and transmission systems to include secondary and lighting systems.
- Operates a variety of equipment used to perform assigned tasks, including boom trucks, pulling machines, bucket trucks, backhoes, forklifts, voltmeters, phase tools and hot sticks.
- Reads and interprets work orders, maps, construction standards, switching orders and other documentation to complete assigned tasks.
- Requisitions supplies, materials and equipment for assigned projects.
- Participates in department meetings including safety meetings and tailboard meetings.
- Prepares records required in the daily performance of duties.
- Works in accordance with and assists in enforcing safety rules and City policies.
- Assists in the training of employees in the installation and maintenance of the City's electrical system.
- Performs standby duties as assigned.
- Performs all duties of a Journey Lineworker and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices.
- Safe practices pertaining to the work from buckets and climbing poles with high voltage energized lines.
- City's Electrical Standards for line construction.
- O.S.H.A., W.A.C., N.E.S.C. and W.I.S.H.A. regulations.
- Practices, methods, tools and materials used in the electrical utility installation, maintenance and repair work.
- Policies and procedures involved in the maintenance and construction of electrical transmission and distribution systems.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.

- Assist with the training and evaluation of performance of assigned staff.
- Follow oral and written instructions. Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Operate and use assigned hand and power tools and equipment used in electrical systems construction and maintenance.
- Operate, adjust and service specialized equipment used in the basic trade.
- Prepare records required in the daily performance of duties.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Five (5) years of Journey Lineworker experience with at least two (2) years at the City of Richland.
- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Journey Lineworker Certification.
- Valid Washington State driver's license with Class "A" CDL.
- First Aid Card, CPR Certification and Flagging Card.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on construction.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- This position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is moderate to loud.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:




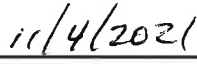

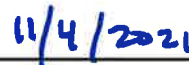
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 80 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date

