



LINE CREW CHIEF

Jurisdiction Class:	Competitive
Civil Division:	Village
Adopted by YCCSC:	4/3/1997
Revised by PO:	5/13/2017
Reviewed by PO:	3/15/2022

DISTINGUISHING FEATURES OF THE CLASS:

The Line Crew Chief is responsible for planning, directing and supervising the skilled and efficient installation, maintenance and repair of all electrical equipment, wiring and electrical systems. The incumbent is responsible for assuring that all electrical installations are in safe operating condition and in compliance with the National Fire Protection Association code, the National Electrical Code and the National Electric Safety Code. The work is performed under the general supervision of the Director of Public Works or the Electric Superintendent with extensive leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of the entire line crew. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and trains subordinate personnel and conducts annual performance evaluations;
Supervises and participates in the maintenance and repair of all electrical assets including vehicle, equipment, building and grounds;
Prepares and designs plans for new and renovated electric installations using Design and Construction Standards taking into consideration layout, material sizing, code compliance and customer communication;
Prepares and maintains detailed computerized and handwritten records and reports;
Prepares annual divisional budget for inclusion in departmental budget submission;
Reads and interprets blueprints and other technical drawings;
Assigns, schedules and inspects the work of subordinate personnel;
Consults with a variety of public and private agencies, organizations and professionals, including the New York State Department of Transportation, other utility companies and private contractors;
Responds to public inquiries and questions relative to the work including inquiries and questions from residents;
Orders materials and keeps inventory of electrical supplies;
Attends Village and Municipal business meetings as necessary;
Regularly communicates electric department needs and activities to the Department of Public Works;
Manages the procurement for all electric department purchases;
Coordinates and supports all electric department safety training and orders necessary safety equipment;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of state and local codes governing the installation and maintenance of electrical work performed;
Thorough knowledge of the common practices, tools, terminology, theory and principles of electricity and electric distribution systems and safety precautions of the electrical trade;
A high degree of skill in the use of tools and equipment of the trade;
Good knowledge of the geography of the municipality;
Working knowledge of the local governmental budget process and procedures;
Working knowledge of office record keeping and basic office equipment;
Working knowledge of first aid methods, including resuscitation methods;
Working knowledge of public works projects and activities;
Ability to climb poles and towers;
Willingness to work under all weather conditions and report for emergencies;
Ability to diagnose electrical distribution and substation trouble and direct necessary corrective action;
Ability to schedule, supervise, and inspect the work of subordinate personnel;
Ability to read and interpret electrical blueprints and/or other technical drawings pertaining to the electrical trade;
Ability to analyze and organize data and prepare and maintain written records;
Ability to research and procure needed supplies;
Ability to understand and interpret complex oral instructions and/or written directions;

Ability to establish and maintain effective working relationships with others;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to communicate effectively both orally and in writing;
Ability to successfully work with and serve a diverse local community;
Excellent safety record;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited NYS college or university with an Associate's degree or higher in Engineering Science, Engineering Technology, Construction Technology or closely related field; AND five (5) years of experience in construction, installation, maintenance and/or operation of an electrical utility distribution system as a Lineworker, one (1) year of which involved supervision; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND seven (7) years of the experience as described in (a), one (1) year of which involved supervision; OR
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENTS:

- a) Possession of a valid NYS Commercial Driver's License (CDL) at time of application. Such license must be maintained in good standing throughout the tenure of employment in the position.
- b) Qualified Electric Person (QEP)