

Title: T&D Supervisor
PG: 65
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2075
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is supervisory work in directing, planning, scheduling, and coordinating the work of electric construction and maintenance personnel in the T&D Operations Divisions. This position is responsible for supervising and directing the installation, maintenance, and repair of the electric utility power system. Specific work orders, both oral and written, are received and the incumbent is responsible for work assignment and ensuring project completion. This position works with considerable independence under the supervision of a T&D Operations Manager and work is reviewed through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Supervises both City crews and contract crews involved in the operations of installation, line clearance, maintenance, and repair of the electrical transmission distribution system, and substations.
2. Takes appropriate action to ensure crew productivity is maintained. Ensures timeliness and accuracy of scheduled projects and work force management commitments.
3. Establishes contract work performance and schedules for line clearance and maintenance crews.
4. Performs field inspections to verify that quality and productivity meets the standard in normal and emergency trimming operations adjacent to overhead transmission and distribution electric lines.
5. Estimates costs and recommends work to be performed.
6. Prepares periodic reports on maintenance activities and goal performance reviews.
7. Assists foremen in planning and lay-out of daily work, including final site checks for readiness.
8. Makes personnel assignments and requisitions materials and equipment.
9. Consults with customers regarding problems and takes the necessary action to correct problems.
10. Maintains required records for personnel, equipment, budgets, accidents, and projects.
11. Conducts safety inspections of areas of responsibility and ensures that crews work in a safe responsible manner.
12. Works with other departments and divisions and problems of mutual concern.
13. Reviews results of field equipment tests and takes necessary action to correct problems.
14. Prepares and recommends budget needs for area of responsibility.

ADDITIONAL RESPONSIBILITIES:

1. Administers Line Clearance Contract (Line Clearance only).
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the practices, materials, tools, and equipment used on electrical transmission and distribution facilities, substations, electrical line clearance and substation yards/grounds maintenance.
2. Thorough knowledge of electric utility equipment installations and the procedures to repair and maintain them.
3. Thorough knowledge of the hazards and safety precautions related to the electric utility industry.

Title: T&D Supervisor
PG: 65
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 2075
Date: 09/08

4. Knowledge of electricity as related to power transmission and distribution.
5. Demonstrates leadership skills.
6. Ability to plan, estimate, lay-out, assign, and supervise crew work and maintain records.
7. Ability to communicate effectively, both verbally and in writing.
8. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and may involve manual labor intensive work that involves walking or standing most of the time, exerting up to 50 pounds of force on a recurring basis, and or routine keyboard operations.

The job risks exposure to environmental hazards to include traffic, electrical hazards to include high voltage, adverse and inclement weather conditions to include hot and or cold temperature variations, bright/dim light, heights, enclosed areas, dusts/pollen, vibration, moving machinery, fumes and or noxious odors.

The job requires normal visual acuity, normal field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by vocational course work in electrical and mechanical systems.
2. Six (6) years of experience in the construction and maintenance of electrical systems with two (2) years of supervisory experience or Lead Transmission/Distribution Lineperson.
3. Experience or courses in Line Clearance work as it pertains to electrical utility (Line Clearance only).
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Commercial Driver's License as required by the employing division.
2. Must provide and maintain a valid home telephone number.
3. Must possess or be able to acquire within six (6) months and maintain a Florida pesticide license for public right-of-way maintenance. (Line Clearance Only)
4. Must possess or be able to acquire within six (6) months International Society of Arborists (I.S.A.) Certification (Line Clearance Only).
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.