

**Title:** T&D Scheduler  
**PG:** 58  
**Position Reports to:** T&D Supervisor  
**Department:** Lakeland Electric

**Class Code:** 7037  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This position is responsible for scheduling and coordinating construction, maintenance, and operations personnel of various crafts in the Delivery Division of the Electric Utility Department. The employee in this classification is responsible for pre-scheduling of work, outages, and equipment based on work orders and time estimates. As a secondary function this position is expected to perform the duties of Lineman or Lead Lineperson as required. The employee works under the general supervision of a T&D Supervisor and the work is reviewed through conferences and regular reports.

### **ESSENTIAL FUNCTIONS:**

1. Coordinates and schedules jobs to include necessary crews and equipment to accomplish work safely and efficiently within allocated project completion time.
2. Maintains a backlog and schedule of information on the status of each project.
3. Assists in long-range planning and scheduling coordination with Engineering, System Control, and operating supervisors.
4. Completes the daily, weekly, and monthly reports which identify productivity delays and backlogs.
5. Maintains accurate time, material and equipment records.
6. Works under the direction of a supervisor in the solving of daily scheduling problems of personnel, equipment assignment, and evaluation of completed work.
7. Incorporates preventive maintenance work into the planning and scheduling of equipment and programs designed to control work orders, inventories, and equipment records.
8. When working in replacement of a T&D Leadperson, Supervises, constructs, maintains and repairs of electrical transmission, distribution systems and equipment in overhead and underground installations.
9. When working in the capacity of a Lineman position inspects and repairs problems in transformers and electrical apparatus, replacing fuses and other defective devices.
10. When working in the capacity of a Lineman position sets poles and anchors, installs and maintains fiber optic cables.
11. When working in the capacity of a Lineman position installs transformers, cutouts, lighting arresters, crossarms, insulators, switches, overhead/underground conductors and assorted utility equipment.
12. When working in the capacity of a Lineman position installs, removes, connects, disconnects, repairs and replaces service loops.
13. When working in the capacity of a Lineman position conducts switching throughout the transmission and distribution system and substations.
14. Ensures that methods used by Energy Delivery Operations meet safety standards and that appropriate protective devices and equipment are used.

### **ADDITIONAL RESPONSIBILITIES:**

1. May serve as Lineman 1<sup>st</sup> Class when assigned.
2. May serve as a T&D Lead Line Person when assigned.
3. Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES:**

1. No supervisory duties when performing the scheduling functions.
2. When functioning in a "lead" role the position assigns, instructs, and checks the work of other employees but most of the time is spent in performing the same duties as the other members of the group.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of the tasks, standards, and procedures associated with the construction, maintenance, and operations activities of an electric utility transmission and distribution system.
2. Extensive knowledge of and the ability to apply basic concepts and principles of planning and scheduling in the assignment of appropriate manpower and equipment to the work required to achieve optimum utilization of resources.
3. Thorough knowledge of safe work practices and safety rules.
4. Thorough knowledge of the operation of computer hardware and software related to project and work force management.
5. Ability to visualize job content before accomplishment and to project this work into orderly sequence of operations.
6. Ability to exercise a high degree of judgment in applying job estimates to utility operations.
7. Ability to apply these techniques and develop Work Force Management Programs in clerical, professional, and administrative areas.
8. Thorough knowledge of methods, materials, and tools used in line construction, maintenance and repair work.
9. Extensive knowledge of principles of electrical theory as applied to electrical circuits and wiring systems with the ability to apply this knowledge as related to electrical line work.
10. Skill in applying first aid, cardiopulmonary resuscitation and safety practices procedures for prevention of occupational safety hazards.
11. Ability to perform pole top, bucket and confined space rescue.
12. Ability to understand and apply City of Lakeland and Lakeland Electric policies and procedures.
13. Ability to establish and maintain effective working relationships with supervisors, employees and general public.
14. Ability to effectively instruct subordinates in the proper methods, procedures and safety precautions of utility work.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires heavy manual work that involves climbing, walking or standing frequently, working in confined spaces, exerting up to 51pounds of force on a recurring basis, and routine keyboard operations.

The job risks include exposure to working at heights, electrical shock, adverse weather conditions, extreme wet, humid conditions, confined spaces and the following conditions, but not limited to working hours both daylight and night, bright/dim lighting conditions. Requires working on or around high-voltage energized power lines and equipment on a reoccurring basis.

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

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent supplemented by training in electrical and mechanical systems.
2. Five (5) years experience in journey level work involving the construction and maintenance of transmission, distribution systems of both overhead and underground utilities.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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**SPECIAL REQUIREMENTS:**

1. Must maintain City driving privileges/valid Florida driver's license with a Class "B" Commercial driver's license with appropriate endorsements as required by the employing department.
2. Must maintain a valid personal contact telephone number.
3. 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.