

Title: Line Clearance Coordinator
PG: 51
Status: Civil Service
Position Reports to: T&D Supervisor
Department: Lakeland Electric / Electric System (Control and Reliability)

Class Code: 3058
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible technical work involving contact with property owners, customers, contractors, employees, and the public regarding work to be performed by contract line clearance personnel. The position is responsible for establishing the clearance priorities and directs the clearance activities of contract crews and City of Lakeland crews. Work involves the use of computers, maps, and blueprints in addition to directing and inspecting field crews. The position works under the direction of a T&D Supervisor.

ESSENTIAL FUNCTIONS:

1. Pre-inspects jobs, generates work orders, and establishes the priority for the work to be performed by clearance crews.
2. Inspects and evaluates work upon completion, and maintains, records, and documents clearance activities.
3. Investigates and resolves customer and trouble complaints.
4. Coordinates electrical outages with System Control.

ADDITIONAL RESPONSIBILITIES:

1. May assume the duties of a T&D Supervisor when assigned.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of environmental regulations impact and current activities in the line clearance field.
2. Knowledge of safety precautions for utility line clearance work.
3. Knowledge of arboriculture diseases, conditions and the proper pruning methods.
4. Skilled in the use of computer operation to maintain and utilize a computerized reporting system.
5. Ability to organize projects and follow through to completion with a minimum of direct supervision.
6. Ability to recognize potential hazards related to electrical utility line clearance.
7. Ability to read and work from maps and blueprints.
8. Ability to acquire and maintain effective working relationships with supervisor, co-workers, consultants, contractors, employees, the general public, and other local government agencies.
9. Ability to keep informed of departmental policies and procedures.

WORKING ENVIRONMENT/CONDITIONS:

Requires light work that involves walking long instances in rough terrain or standing some of the time, exerting up to 20 pounds of force on a recurring basis, routine keyboard operations. The job risk exposure to atmospheric conditions that affect the respiratory system due to molds and sawdust from vegetation. In addition there is exposure to stinging insects, snakes and poisonous plants. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. The job requires driving during inclement weather and at night.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Completion of an Associate degree in Forestry, Arboriculture, Horticulture, or a related field.
2. Two (2) years of experience in utility line clearance or related work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Commercial driver's license.
2. Must possess and maintain a valid home 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.