



## Title: Electric Crew Leader

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

### BRIEF DESCRIPTION:

Performs difficult skilled and technical work supervising and participating in the construction and maintenance of the electric utility distribution system; does related work as required. Work is performed under the general supervision of the Electric Operations Director. Supervision is exercised over line crews.

### REPORTS TO:

Electric Superintendent

### This position serves as a lead worker to:

Journeyman Linemen, Apprentice Linemen and Linemen Helpers

### ESSENTIAL FUNCTIONS:

Overseeing, supervising and participating in the installation, maintenance and repair of the electric power distribution system and substations; climbing poles and working around energized high voltage lines, operating equipment; preparing and maintaining files, work orders and records.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Maintains the electrical system by observing and implementing work procedures; assisting crew with tasks and assignments; performing line locates; installing single and multiphase lines; repairing and replacing parts, such as poles, transformers, service wires, and electric meters; fixing underground lines and wires; inspecting work after completion; climbing poles and trimming trees; mowing areas near and around lines; checking and operating substations; verifying readings; responding to emergencies as needed; and assisting in the design and implementation of electrical layouts for new projects	25%



2	L	Assists in the operational/technical management of the department by separating and distributing work orders for monthly reports; preparing and writing daily reports; providing support through the training of staff; keeping inventory and ordering supplies, equipment, and parts as needed; gathering quotes and estimates on pricing; formulating final bills; inspecting all equipment and tools used for potential hazards; keeping the office clean and in order; stocking trucks with needed supplies and equipment; directing and outlining the daily tasks and duties of crew and staff;	25%
3	V	Builds electrical distribution systems by operating bucket and digger trucks safely; digging holes to lay underground lines and wires; setting new poles and anchors; setting up hanging transformers and mounts; installing other electrical components such as cutouts, arrestors, insulators, cable splices, and cable terminators; and testing all components to ensure proper functioning.	25%
4	H	Maintains electric system by repairing damaged parts, including lines, wires, and transformers; replacing broken transformers and rotten poles, reviewing customer lines service complaints; testing parts and equipment; inspecting all components and equipment; reporting problems to supervisors; and keeping work areas clean and safe. Implementing safe work procedures and policies for staff; and offering assistance to citizens with inquires and concerns.	25%

### JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: Within this job, the employee normally



	performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Commercial Driver's License or able to obtain within six (6) months of employment

### OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
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Standing	F	observing work site, observing work duties, communicating with co-workers
Sitting	F	desk work, driving
Walking	F	around work site
Lifting	O	supplies, equipment
Carrying	O	supplies, equipment
Pushing/Pulling	R	equipment
Reaching	O	for supplies, for files
Handling	F	paperwork
Fine Dexterity	O	computer keyboard, telephone pad, calibrating equipment
Kneeling	R	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	F	inside attics/pipes/ditches
Bending	F	retrieving items from lower shelves/ground, making repairs
Twisting	F	getting inside vehicle
Climbing	O	ladders, onto equipment
Balancing	O	on ladders, on equipment
Vision	C	driving, observing work site, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Bucket truck, pole truck, ditch witch, hound dog, pole saw, chain saw, impact voltmeter, voltage indicator, computer and related hardware and software

### ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	O
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	O
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	O
Extreme Temperatures	O
Noise and Vibration	O
Wetness/Humidity	O
Physical Hazards	O



**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, gloves, hard hat, boots, rubber gloves, long FR sleeve shirts, rubber sleeves, rubber blankets, hoses

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.