

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: Electric Crew Foreperson (550)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Silicon Valley Power	Electric Division Manager	Non-Exempt

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D.; and
- Four (4) years of experience as a journey-level Lineworker with at least one (1) year of the above experience must be with the City of Santa Clara.

LICENSES/CERTIFICATIONS

- Possession of a valid Class C license at the time of appointment.
- Required to become rubber glove certified as a condition of holding the classification of Electric Crew Foreperson within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. In addition to performing the duties of a Journey Lineworker, incumbents of this class shall be required to:

- Supervise and may assist in the operation, maintenance, and construction of overhead and underground distribution and transmission lines;
- Supervise and may assist a crew in the construction of electrical distribution and transmission systems consisting of poles, duct work, cables, cable splices and terminators, wires, transformers, switches and other auxiliary equipment;
- Supervise and may assist in the setting of power poles, manholes and vaults;
- Supervise and may assist in the changing of circuits, transferring of services, installation of transformers, vacuum and oil switches, capacitors and other control devices, and the repair and removal of defective wires, cables, cable splices and terminators, poles, cross-arms and related equipment;
- Climb poles as required;
- Supervise the on-the-job training of Journey Lineworker Apprentices and any other classifications who are assigned to his/her crew in the approved methods and practices of electrical overhead and underground work;
- Inspect for unsafe working conditions and take steps to remedy them or report them to higher authority;
- Confer with supervisors concerning projected work schedules, necessary materials and crew requirements in terms of equipment and man hours;
- Prepare time, materials, and job reports;
- Assist or lead in various training programs, including first aid and safety training;
- Evaluate the performance of personnel under his/her supervision; and
- Perform other related work as required.

Electric Crew Foreperson (continued)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Construction and maintenance of high and low voltage lines, and the tools and materials commonly used in overhead and underground work;
- Principles of electrical theory and the methods, equipment and materials used in constructing and connecting residential, commercial and industrial circuits, and substation equipment;
- Necessary safety precautions used in working on high voltage overhead and underground electric circuits;
- Applicable laws, codes and safety orders covering electrical utility work;
- Pertinent first-aid principles and techniques including resuscitation methods; and
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems" issued by California Public Utilities Commission.

Ability to:

- Climb poles and perform difficult electrical work under hazardous conditions;
- Organize, daily job plan, supervise and train others in electrical work;
- Assist in the coordination and scheduling of work, tracking and input of job status information;
- Keep time and materials records;
- Provide, follow, and understand oral and written instructions;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

SUPERVISION RECEIVED

Works under general supervision of the Assistant Director, Electric Division Manager or other responsible supervisor as assigned.

SUPERVISION EXERCISED

Has immediate charge of a line or construction crew, supervising, Journey Lineworker, Journey Lineworker Apprentices, Electric Utility Equipment Operators, Line Truck Drivers, Electric Helper/Drivers, Electric Utility Helpers and other assigned personnel.

SPECIAL CONDITIONS

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

Electric Crew Foreperson (continued)

CLASSIFICATION HISTORY

Established Date: 09/2009; Revised 01/2020