

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

**01/2021**

**TITLE: SENIOR ELECTRIC CREW FOREPERSON (551)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Silicon Valley Power	Varies	Non-Exempt

**CLASS SUMMARY**

Under general direction, this classification is responsible for directing, monitoring, and auditing the work of contractors; may supervise multiple crews in the operations, maintenance, and construction of underground and electrical distributions lines; and assists in planning and leading the training program for Journey Lineworkers and Journey Lineworker Apprentices. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of a G.E.D. *AND*
- Eight (8) years of experience as a Journey-Level Lineworker of which three (3) years have been in a lead or supervisory capacity over an electric crew.

**LICENSES & CERTIFICATION**

- Possession of a valid Class C license at the time of appointment.
- Required to be rubber glove certified as a condition of holding the classification of Senior Electric Crew Foreperson at time of appointment.

***DESIRABLE QUALIFICATIONS***

- Possession of a valid Class A license is desirable.

***ACCEPTABLE SUBSTITUTIONS***

None

**DISTINGUISHING CHARACTERISTICS**

The Senior Electric Crew Foreperson is an advanced supervisory level classification in the series responsible for directing and monitoring the work of contractors and may supervise multiple crews within a work group. This classification reports to the Electric Division Manager. Incumbents in this classification are assigned to supervise the most complex tasks which require considerable discretion and independent judgment. This classification requires the ability to hold a Safety Clearance and direct work under this clearance. This classification differs from the lower level Electric Crew Foreperson classification in that it has a larger scope of supervisory responsibility, including the supervision of Electric Crew Forepersons and contractors. This classification differs from the higher-level Electric Division Manager in that the latter has the responsibility of managing and setting the overall strategic direction for a division.

An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

## **SENIOR ELECTRIC CREW FOREPERSON (continued)**

### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

- Supervises crews in the operation, maintenance, and construction of overhead and underground distribution and transmission lines;
- Directs, monitors, and audits the work of contractors, including scheduling and coordinating workflows, ensuring appropriate practices and standards are upheld, inspecting contractor work, and providing feedback to correct issues;
- Assists in the coordination and planning of power shutdowns;
- Supervises and assists crews 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;
- Supervises and may assist in the setting of power poles, manholes and vaults, 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 terminations, poles, cross-arms and related equipment;
- Climbs poles as required;
- In coordination with the Electric Division Manager, provides oversight to and assists in planning the on-the-job training of Journey Lineworkers, 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;
- Inspects for unsafe working conditions and take steps to correct/remedy them and report them to higher authority;
- Assists in setting day to day priorities and provides direction to subordinate supervisors, work crews and contractors regarding projected work schedules, necessary materials and crew requirements in terms of equipment and man hours;
- Prepares and may review time, materials, and job reports;
- Assists in planning and leading various training programs for staff in the division;
- Evaluates the performance of personnel under his/her supervision including contractors;
- May assist the Electric Division Manager in setting the strategic direction for the division; As assigned, may act as a manager in the absence of the Electric Division Manager; and
- Perform other related work as required.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles of electrical utility planning, including construction, operational methods, 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;
- Principles of supervision and training; Necessary safety requirements and 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;
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules

## **SENIOR ELECTRIC CREW FOREPERSON (continued)**

for Construction of Underground Electric Systems” issued by California Public Utilities Commission.

Ability to:

- Climb poles and perform difficult electrical work under hazardous conditions;
- Effectively manage and maintain cooperative relationships with contractors, stakeholders, and the general public;
- Set priorities and train staff in electrical work;
- Coordinate and schedule work, tracking and input of job status information;
- Keep time and materials records;
- Provide, follow, and understand oral and written instructions;
- 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 and supervise multiple priorities, organize workload, and meet strict deadlines;
- Ability to supervise, train and evaluate assigned staff;
- 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 crews, supervising Electric Crew Forepersons, Journey Lineworkers, Journey Lineworker Apprentices, Electric Utility Equipment Operators, Electric Helper/Drivers, Electric Utility Helpers and other assigned personnel.

### **SPECIAL CONDITIONS & REQUIREMENTS**

- 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.