



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

ELECTRIC MAINTENANCE WORKER (Part-Time)

General Statement of Duties

Performs responsible work assisting in the construction, maintenance, and repair of underground and overhead lines in the electrical transmission and distribution system.

Distinguishing Features of the Class

An employee in this class performs unskilled to semi-skilled work in the installation, maintenance, and repair of underground or overhead electrical distribution lines. Work is differentiated from higher levels of line work by the less hazardous and less skilled phases of electrical distribution work. Work includes cutting grass, repairing lights, replacing light bulbs, installing Christmas lights, pulling wire, changing out meters and other related tasks. The employee may also be responsible for the operation of various trucks and equipment such as line trucks, cable trucks, backhoes, and bucket trucks. Employee works closely with higher level line workers and serves as an assistant to the line workers by keeping tools and supplies available and furnishes them upon request. The employee is expected to perform apprentice level work, and to observe and, on occasion, perform some electrical distribution work, under close supervision, in order to gain experience. The employee applies standardized techniques and safety standards in daily work operation. Work requires frequent on-call and call-back responsibilities. The employee is subject to hazards associated with electrical work including working in both inside and outside environments, in extreme temperatures, and exposure to various hazards such as working at heights, loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, confined spaces, poor ventilation, and oils. Work is performed under close supervision and is reviewed in progress and upon completion for conformance to instructions and accepted standards.

Duties and Responsibilities

Essential Duties and Tasks:

- Operates and maintains line truck; services truck as needed; checks and keeps equipment in good operating condition, and keeps materials stocked; operates trenchers, backhoes, and other light, medium, and heavy equipment.
- Operates the line truck in removing poles, setting new poles, positioning hole digging equipment, and exercising discretion in avoiding damage to existing lines.
- Participates in hanging and connecting transformers.
- Participates with higher level line workers in stringing primary and secondary lines; attaching wire to insulators and cross arms; installing, repairing and replacing cross arms, supports, insulators, lightning arrestors, and fuse cutouts; and maintaining and repairing street light system.
- Digs trenches for anchors and attaches anchors to support cables; pulls off wire; and participates in stringing wires.
- Operates bucket truck and in bucket to wire electrical components.
- Assists in the installation of primary and secondary underground cables; pulls cut-ins for electrical underground services.
- Assists in installation of sleeves, elbows, and transformers based on job site requirements.
- Mows grass, installs or repairs lights, replaces light bulbs, pulls wire, changes out meters, connects and disconnects meters, trims trees with chain saws.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Working knowledge of the operation of the various trucks and equipment necessary to perform line worker tasks.
- Working knowledge of electrical principles and functions.
- Working knowledge of the tools, materials and methods used in power line construction and maintenance.
- Working knowledge of the hazards and related safety precautions involved in power line work.
- Skill in maneuvering trucks, equipment, and materials and supplies on the job sites.
- Ability to use power line tools and operate required equipment.
- Ability to understand written and oral instructions.
- Ability to communicate effectively in oral and written forms.
- Ability to maintain effective working relationships with the public, other employees, and supervisors.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate mobile equipment, monitor work site progress, perform skilled electrical tasks, and inspect and assemble small parts.

Desirable Education and Experience:

Graduation from high school, supplemented by technical training in electrical principles and some experience in a skilled trade, preferably electrical; or an equivalent combination of education and experience.

Special Requirement:

- Possession of a valid Class B North Carolina Commercial Driver's License within six months of hire.

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- Possession of a valid North Carolina Driver's License.

The salary for this position is \$11.00 per hour. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf> The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to jeakes@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.