



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

## **ELECTRIC LINE SUPERVISOR**

### **General Statement of Duties**

Performs supervisory and skilled advanced journey level work in the construction, maintenance, and repair of overhead and/or underground lines in the electrical transmission and distribution system.

### **Distinguishing Features of the Class**

An employee in this class supervises crews and participates in a variety of skilled and technical tasks associated with the electric distribution facilities and lines. The employee leads the crews in independent work assignments and projects. Work requires the employee to observe and participate in the work and provide on the job training to line workers who function at various levels. The employee is required to have considerable knowledge of the safety requirements and possible hazards involved in power line work. Independent judgment is exercised in determining the most appropriate methods and equipment when working with high voltage wires. 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 as well as various storms, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, confined spaces, poor ventilation, and oils. Work is performed under regular supervision of the Electric Director and is evaluated by observation while in progress and upon completion for conformance to operational and safety standards, and productivity and safety of the crew.

### **Duties and Responsibilities**

#### **Essential Job Duties:**

- Plans, organizes and supervises the work of crews engaged in the construction and maintenance of underground and/or overhead electric transmission lines and appurtenances and substations; reviews construction designs and plans installation; inspects work sites prior to work and plans for appropriate supplies, equipment and staff; identifies proper configuration of services; participates in more difficult equipment operations and electrical construction and maintenance work including work on energized primary lines.
- Coordinates installation of electric service, lights, and other services with customers.
- Orients and trains new workers; develops the skills of subordinates; provides performance coaching, and evaluations of subordinates; instructs and insures proper use of safety equipment and procedures.
- Conducts job briefings; assigns work to crew members; ensures crews take necessary equipment and supplies to work sites; ensures proper documentation of work and supplies used; inspects work for adherence to standards, productivity, and quality.
- Supervises and participates in making emergency repairs during disruption of service; conducts troubleshooting in emergency power outages; supervises and participates in tree trimming.

- Supervises and participates in locating and marking underground electric lines for other contractors and utilities.
- Discusses work with nearby property owners, developers, contractors, and others; investigates and troubleshoots power outages and other service abnormalities.
- Assists with interviewing, budget development, purchasing of materials and supplies, maintenance of necessary inventory on hand and computerized documentation of inventory, etc.
- Identifies construction and maintenance changes to system maps.
- Assists with maintaining computerized parts inventory.

#### Additional Job Duties:

- Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities:

- Thorough knowledge of the standard techniques and practices, equipment and materials used in underground and overhead power line construction and maintenance work.
- Thorough knowledge of the use and care of all tools, equipment, and supplies used in underground and overhead power distribution work.
- Thorough knowledge of the hazards and safety precautions involved in power line work.
- Thorough knowledge of the principles of electricity as related to transmission and distribution.
- Knowledge of the application of information technology to the work of the department.
- Working knowledge of the design and installation requirements for new construction and service line extensions.
- Working knowledge of supervisory principles, policies, and practices including motivation, communication, budget, performance coaching, and related tasks.
- Some knowledge of organizational budgeting, purchasing, and personnel policies and procedures.
- Skill in the operation of heavy construction equipment.
- Skill in customer contact and collaborative conflict resolution.
- Ability to work independently on energized primary lines and to take precautionary measures to avoid accidents.
- Ability to understand oral and written instructions.
- Ability to communicate effectively in oral and written forms.
- Ability to respond to any emergency situation in a fast and efficient manner.
- Leadership ability to make decisions and supervise lower-level technicians.
- Ability to maintain effective working relationships with the public, other employees, and supervisors.

#### Physical Requirements:

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- 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 move objects.
- Must possess the visual acuity to operate mobile equipment, monitor work site progress, perform skilled electrical tasks, inspect and assemble small parts, and keep records.

### Desirable Education and Experience:

Graduation from high school, supplemented with technical courses related to electricity and electrical theory, at least considerable experience as an electric line worker first class, and 40 hours of supervisory training; or an equivalent combination of education and experience.

### Special Requirements:

- Possession of a valid Class B North Carolina Commercial Driver's License within six months of hire.
- Possession of First-Class Electric Line Technician certification.

The salary for this position is \$54,149-\$83,881. The hiring range is \$54,149-\$68,999, which is a Grade 20. 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](mailto: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.