



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

## **ELECTRIC LINE CREW LEADER**

### **General Statement of Duties**

Performs complex supervisory and skilled work in the construction, maintenance, and repair of all components of an electric transmission and distribution system.

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

An employee in this class supervises a crew and participates in a variety of skilled and technical tasks associated with the electric distribution facilities and lines. Employee must lead a crew in independent work assignments and projects including the splicing, repair and maintenance of electric lines, replacement of poles, cross arms, transformers, services, maintenance of substations and peak shaving generators. Work also involves assisting the Electric Line Supervisor with inventory ordering and stocking, policies and procedures, project planning and configuration, work prioritization, equipment maintenance, and related activities. Work requires the employee to lead 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 lines. 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 and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

### **Duties and Responsibilities**

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

- Performs primary and secondary voltage line work under both energized and de-energized conditions.
- Leads the work activities of a crew of electric line workers performing installation, maintenance, and repair tasks of the electric distribution system; investigates work sites, plans work processes, conducts pre-construction conferences, and completes "tail gate conference" reports.
- Installs primary and secondary electric power lines; operates a variety of heavy equipment

including bucket trucks, line trucks, knuckle boom trucks, backhoes, and track hoes.

- Installs, repairs, or replaces overhead and underground lines; installs transformers, fuse cutouts, meters, switches, and reactors.
- Participates with crew members in the installation and alignments of power poles; performs complex work involving energized primary lines; strings primary and secondary lines; attaches wire to insulators and cross arms; and repairs and replaces regulators and breakers in power substations.
- Maintains and repairs peak shaving generators and transfer switches.
- Orients and trains new workers; develops the skills of subordinates; provides performance coaching and instructs and insures proper use of safety equipment and procedures.
- Supervises and participates in making emergency repairs during disruption of service; serves in the on-call rotation and responds to call-back when conditions mandate.
- Discusses work with property owners; investigates and troubleshoots power outages and other service abnormalities.
- Assists with ordering, receiving parts and supplies.
- Assists with planning, organizing, and configuring construction and maintenance projects.
- Assists with testing and maintenance of safety and heavy equipment; tests equipment to insure viability of protective equipment.

#### Additional Job Duties:

- Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities:

- Considerable knowledge of the standard techniques and practices used in underground and overhead power line construction and maintenance work.
- Considerable knowledge of the use and care of all tools, equipment, and supplies used in underground and overhead power distribution work.
- Considerable knowledge of the hazards and safety precautions involved in power line work.
- Considerable knowledge of the principles of electricity as related to transmission and distribution.
- Knowledge of crew leader principles, policies, and practices.
- Knowledge of the application of information technology to the work of the department.
- Working knowledge of purchasing and inventory policies and procedures.
- Skill in instructing fellow crew members on the job.
- Ability to organize and monitor the work of lower level power line technicians and workers.
- Ability to work on high voltage lines independently and to take precautionary measures to avoid accidents.
- Ability to understand and communicate effectively with both oral and written instructions.
- 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 establish and maintain effective working relationships with the public, other employees, and supervisors.
- Ability to establish and maintain records of work activities.

#### 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 medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 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 technology, electricity, and electrical theory and extensive experience as an electric line worker including experience at the journey level; or an equivalent combination of education and experience.

#### Special Requirements:

- Possession of a valid Class A North Carolina Commercial Driver's License (or within six months of hire).
- Certification as a graduate of Advanced Line Tech and Substation schools and related safety courses, equivalent combination of training and experience.

The salary for this position is \$48,179-78,632, which is a Grade 17. 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 [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton 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.