

VILLAGE OF MILAN

POSITION DESCRIPTION

ELECTRIC LINE MAINTENANCE WORKER

Reports to: Electric Dept. Superintendent

General Purpose:

Under general supervision of the Electric Department Superintendent; performs skilled and unskilled maintenance and installation of high voltage secondary electric lines; maintains and installs street lighting and traffic signal systems; operates auger truck to install poles, guy wires, anchors and transformers. Performs any other duties as required, including working with and for other Milan departments such as Street, Water and Waste Water.

Minimum Qualifications:

Any combinations of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: possess a High School Diploma, completion of secondary education; advanced technical education with two (2) to three (3) years experience in municipal electrical department or equivalent; possession of valid State of Ohio motor vehicle operator's license and possess a valid State of Ohio Class B CDL or obtain within first three months of employment.

Duties and Responsibilities:

1. Conducts skilled and unskilled maintenance and installation of high voltage and secondary electric lines; utilizes electric hotline equipment, bucket truck and other tools to work overhead; maintains secondary, dead primary distribution, energized primary and congested energized distribution circuits; connects transformer banks, fuses transformers, installs wire and component parts; identifies location of important circuits and cuts out fuses; installs underground wiring; installs and maintains traffic signals and street lights.
2. Installs customer service lines; handles line outages and emergency problems as they arise; assists other line workers (e.g., utilizes hand line to send materials and equipment to workers on poles; strings wire and installs fuse switches; operates line truck as needed, etc.; stocks trucks with parts and supplies; drives truck and other related equipment to and from job sites; cleans and maintains trucks, tools and equipment; performs minor maintenance on village vehicles.
3. Operates auger truck to dig holes for poles; installs poles and guy anchors; loads and unloads poles, transformers and other materials; operates trailer to roll and install underground wiring; installs hardware on cross arms; connects transformer banks, fuses transformers, reclosures, breakers and substation components, and installs wire and parts; identifies location of important circuits and cutout fuses.
4. Trims trees to clear overhead power lines; operates chain saws, clippers and tree pruners; follows safety precautions, hauls chips, logs and brush; operates loader for loading and unloading of logs and brush.
5. Locates and visually reads electric meter reading devices; checks meter readings against customer accounts; accurately logs and subtracts readings; maintains public relations with customers and explains high reading to customers; conducts final readings; turns service on;

shuts off service to customers who are in arrears for payment on bills; maintains records and reports as required.

6. Must be willing to respond to call outs during non-scheduled work hours, including inclement weather conditions, in response to power outages.
7. May be required to travel to other municipal power departments in response to call for mutual aid.
8. Performs various other related duties as needed and/or required including assistance with other Village departments as may be required. Examples include leaf collection, snow plowing, using dump trucks in assistance to other departments, etc.
9. Must become certified to perform weekend testing requirements for waste water and water plant operations within three months of hire date. Upon certification, employee will participate in weekend duty along with other employees (currently one weekend in four).

Knowledge, Skills and Abilities:

Applicant must be able to display knowledge of:

- a. Electric line maintenance techniques, materials and equipment
- b. Electric principles
- c. Safety practices and procedures
- d. Ability to identify existing or potential problems and take appropriate corrective action
- e. Exercise sound judgment
- f. Perform manual tasks over extended periods of time under potentially dangerous conditions
- g. Demonstrate physical fitness
- h. Develop and maintain effective working relationships with Village leadership, Administrator, Superintendent, co-workers and general public
- i. Carry out written and oral instructions
- j. Skilled in operation of job-related tools, instruments and equipment
- k. Knowledge of electric meter reading devices
- l. Ability to maintain accurate records
- m. Ability to perform basic math including add, subtract, multiply and divide numbers

The Village of Milan may submit applicant to written testing prior to hiring. Upon hiring, new employees may be required to submit to a Village paid physical examination by a physician chosen by the Village of Milan.

Salary offered will be dependent on qualifications.