

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Power Systems Maintenance Crew Supervisor	Job Code: 2729
Date: January 14, 2019	EEOC Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled supervisory, maintenance, and construction work on electrical power distribution system structures.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Assistant Energy Director for the safe and efficient work of assigned crews, and performs all assigned work under general supervision. This work is distinguished from that of other supervisory maintenance classes by its specific emphasis on and application of specialized knowledge in the maintenance and construction of electrical power systems structures.

ESSENTIAL DUTIES: Supervise and participate in constructing and maintaining electrical power distribution system structures, installing underground conduits and vaults, digging underground trenches, erecting poles, and building cement structures; operate backhoe, trencher, and pole digger; operate jackhammer and compactor; drive pickup and dump truck; perform various maintenance tasks at substations and in pole yard; attend division meetings; make recommendations; perform the work of Heavy Equipment Operators as needed.

Supervise, plan, and coordinate the work of assigned personnel, including scheduling workload and coordinating workflow; oversee staff training; instruct and advise subordinate workers in work procedures and safety precautions; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; recommend staffing decisions, including hiring and firing personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; assist other employees as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and five (5) years of progressively responsible experience in power systems maintenance. Supervisory experience preferred.

License(s)/Certification(s): A valid, lawful Commercial Driver's License (CDL) is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques to install, maintain, and repair structures used to convey underground and overhead power; related laws, codes, rules and regulations governing electric power systems structures; policies and procedures established for the work system; the operations, functions, and terminology common to electric power systems programs; basic English composition, spelling, and grammar. *Skill in:* operating equipment and tools; work management and interpersonal relations as applied to supervising personnel; practicing trust-building behaviors. *Ability to:* understand and follow oral and written instructions; work effectively on individual or team projects; effectively resolve operational problems; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations

and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

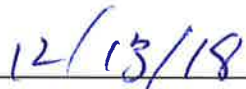
TOOLS AND EQUIPMENT USED: Various types of small hand tools, front-end loaders, backhoes, trenches, dump trucks, jackhammers, boom trucks, road-cutting equipment, compressors, compactors, pickups, and power saws.

PHYSICAL DEMANDS: Requires working in awkward, tight positions, climbing in trenches, lifting up to 90 lbs., and climbing on ladders and into equipment, silos, and vaults. Requires physical strength and agility to perform the work, including bending, carrying, lifting heavy objects, loading, digging trenches and holes, and performing other excavation duties.

ENVIRONMENTAL FACTORS: May require exposure to adverse weather conditions, prolonged and high noise levels, hazardous conditions, and heavy traffic. May require cleaning up oil spills from damaged transformers (PCBs). *Note: Employees of this class may be subject to on-call status.*



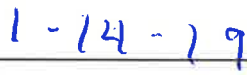
 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.