



CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: ELECTRIC SERVICE TECHNICIAN	DEPARTMENT: ELECTRIC
REPORTS TO: ELECTRIC MAINTENANCE FIELD SUPERVISOR	CLASSIFICATION: GRADE 8
FLSA STATUS: NON-EXEMPT	DATE: 03/2012 (REVISED)

NATURE OF WORK

This is normal and semiskilled work assisting line and substation/meter technicians in a variety of tasks, including operation of line trucks, digging holes, setting poles and anchor lines, and installing, repairing, maintaining, and testing of meters, relays and substation equipment. An employee of this class performs required duties and other assigned tasks in training to become a technician. Most of the work is performed on the ground; however, an employee in this class will do some climbing during the course of training. Work is performed in accordance with safety rules, practices, and OSHA regulations, and is assigned and reviewed by a technician or supervisor while in progress or upon completion. The work schedule may be changed at any time.

EXAMPLES OF WORK

- Operates electric line truck with pole derrick and winch; operates other equipment as required.
- Keeps trucks properly stocked with parts, tools and supplies.
- Digs holes for poles and guy anchors; installs anchors.
- Assists in setting poles and pulling wires.
- Places hardware on poles, cross-arms, etc.
- Assists in performing other types of groundwork and tree trimming.
- Assists substation/meter technician in installation, repair, maintenance, programming, and testing of all types of meters.
- Assists substation/meter technician in doing energy audits.
- Makes tests and checks on substation equipment; does monthly substation check.
- Performs routine housekeeping chores at shop and warehouse as required; loads and unloads materials; performs routine maintenance on equipment as required.
- Assists in underground and fiber-optic installations.
- Learns operation of generating plant and assists with the maintenance of the plant.
- Performs traffic control tasks and other work as required.
- Attends basic electric training classes, confined space procedures and entry, or other classes as directed.

MINIMUM QUALIFICATIONS OF WORK

Some experience as a mechanic or electrician's helper; high school diploma or G.E.D, and any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Some knowledge of basic practices in rigging electric transmission and distribution poles.
- Some knowledge of the operation of the basic tools and materials of the mechanic or line and substation/meter technicians.

Minimum of eight (8) hours of instruction pertaining to the use of rolling equipment.
Ability and willingness to learn the work of line and substation/meter technicians.
Ability to learn the hazards and safety precautions of the work.
Ability to establish and maintain effective working relationships with employees.
Ability to communicate and work with the public in a courteous manner.
Ability to understand and follow verbal or written instructions quickly and accurately.
Must be willing to attend a 4-year apprenticeship school, which pertains to his job and other schools as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and reach with hands and arms; frequently climb or balance; and occasionally sit, stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 50 pounds and occasionally required to lift up to 100 pounds. Specific vision abilities required by this job include close, distant, color and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to work in wet, humid, and outdoor conditions where there is a risk of electrical shock; frequently required to work in extreme cold and hot weather near moving mechanical parts; regularly required to work near energized equipment; occasionally work in high, precarious places near vibration where fumes or airborne particles are present. Exposure to loud and occasional exposure to very loud noise exists.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SPECIAL REQUIREMENTS

Must have a valid Virginia Commercial Driver's License or ability to obtain one within six months of employment.

Must be able to report to work site within 30 minutes for after-hour emergency call-back situations.

Must become certified in first aid, CPR, and obtain VDOT flaggers' certification within 90 days of hire date.