

JOB DESCRIPTION

Job Title Utility Maintenance and Inspection Lead **Date Prepared** 9/14/2022

Department Operations **FLSA Status** Non-Exempt

Position Reports to Operations Manager **Wage Range** _____

JOB SUMMARY:

The Utility Maintenance and Inspection Lead is primarily responsible for the coordination and completion of all maintenance and inspection work for the electrical the distribution system. Employee is asked to observe, document, and report on construction activities for compliance with contract requirements, and safe and efficient work practices. The position reports directly to the Operations Manager and works to accomplish District and Operations department goals within existing financial resources.

JOB DUTIES AND RESPONSIBILITIES:

1. Plan, coordinate, schedule, document, and report maintenance activities for distribution system to ensure District maintenance activities are completed and goals are achieved.
2. Plan, coordinate, schedule, document, and report maintenance activities for all District facilities, grounds, properties, and buildings.
3. Conducts and coordinates all field inspections of work in progress for compliance and project success. This includes excavation contractors, utility powerline contractors, tree trimmers, and utility customer conduit and electrical installations.
4. Ensures compliance with District standards for overhead and underground construction through scheduled line patrols. Maintains an accurate, up-to-date database of all infractions or deviations discovered. Installs missing labels, pole tags, and device numbers. Makes recommendations to the Operations Manager and/or Engineering Manager for making improvements to the infrastructure. Immediately reports hazardous conditions to the Operations Manager.
5. Assist the Operations Manager by providing support and scheduling services for the contract service crew with all daily assignments. As necessary meet with contractors, customers, and appropriate staff at job sites and/or in the office to confer on upcoming jobs to mitigate issues and ensure job readiness.
6. Provide technical expertise for employees, contractors, and other departments regarding designs, mapping, switching, materials, equipment, and standards of construction.
7. Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

8. Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
9. Exercise proficiency in the operation of a personal computer (PC).
10. Respond to customer, contractors, and other District department requests.
11. Follow, administer, and enforce all applicable safety rules and general regulations per the District's Injury and Illness Prevention Program as well as any other applicable safety and personnel standards.
12. Operates a company vehicle to travel between facilities, to construction sites, and to meetings.
13. Performs other duties as required and assigned.

MINIMUM QUALIFICATIONS:

Journey-level certification in a related construction field such as line worker or electrician or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Candidates with bachelor's degree (B.S., B.A.) in Construction Management, Construction Technologies, or related degree from a college or university are not required but preferred. For candidates not meeting the minimum education requirements, requires five (5) years field experience in construction contract administration, project scheduling, distribution engineering, or related utility industry experience.

Skills, knowledge, and abilities:

1. Requires considerable in-depth knowledge of electric distribution operations to ensure that equipment installation and construction is done safely, efficiently, and according to specifications. Requires experience with contract bidding and the ability to interact with private contractors' prior to and during projects. Requires knowledge of safety standards and expertise necessary to ensure conformance to those standards.
2. Requires good verbal and interpersonal skills to resolve any utility customer problems courteously and effectively.
3. Requires willingness to perform other job-related duties as situations arise. Requires a strong sense of teamwork, and the ability to work cooperatively with others.
4. Requires the ability to coordinate employee maintenance and repair activities. Requires ability to determine source of electrical failures, (sometimes not obvious), whether they be on the customer's premises or the secondary electrical source.

PHYSICAL REQUIREMENTS

Physical requirements of this job include being able to sit, stand, reach, demonstrate manual dexterity, twist, talk, hear, and see. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, and perform light lifting.

Ability to be physically active, demanding duties such lifting heavy materials, and working with heavy equipment during irregular hours and in severe weather.

The job operates both in a professional office environment, and outside at construction sites for extended periods of time in all weather conditions. This role routinely uses standard office equipment. May require working extended hours to address emergencies.

This position requires travel for training, meetings, and commuting to other facilities and remote locations.

Must also pass criminal background and credit history checks and other appropriate testing and requirements.