

**POSITION DESCRIPTION  
TELL CITY ELECTRIC DEPARTMENT**

**POSITION:** Technical Services Foreman  
**WORK SCHEDULE:** 7:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** July 2009  
**DATE REVISED:** March 2020

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Tell City provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Technical Services Foreman for the Tell City Electric Department, responsible for providing daily supervision of Substation/Metering Department, managing equipment and facilities, and achieving department's objectives.

**DUTIES:**

Supervises Substation/Metering personnel, including planning, delegating, and controlling work assignments, evaluating job performances, providing training, and performing daily job inspections to ensure completion. Keeps Superintendent and assigned staff informed of organization developments. Communicates and administers personnel programs and procedures.

Assists in planning, developing, and implementing procedures, and may perform duties of the Superintendent in his/her absence or as assigned.

Assists in substation design including but not limited to, specification for substation loading, breakers, control panels, transformers, bus design, switches, control rooms, circuit exits, grounding, fencing, SCADA and metering. Create wiring schematics and diagrams for substations and control panels.

Assists with distribution system design which includes system load studies and placement of capacitor banks.

Performs system load management. Maintains the distribution system to keep system voltage at a nominal voltage and the power factor at an acceptable percentage.

Provides guidance and management over the CAD clerk on drawings.

Sets standards and specifications for LED lighting related to street lights and dusk to dawn lights. Maintains Vegetation Management credits for licensing. Reviews and updates the Vegetation Management practices, annually. Creates and maintains vegetation management policy that obtains its objectives and complies with all state, federal and local regulations.

Manages resources, and recommends purchase orders for equipment and supplies.

Maintains various equipment, vehicles, and tools, ensuring proper working conditions and inspects protective and safety equipment, including, but not limited to, substation transformer, breakers, switches, and voltage regulation equipment.

Maintains various specialized programs and systems, including, but not limited to, SCADA, telephony system, meter reading, and billing systems.

Formulates service interruption plans, providing minimal inconvenience to customers and maintaining outage time records, placing into effect changes in daily work schedules when required pertaining to emergency situations.

Composes switching orders for substation and distribution, and system maintenance procedures. Monitors substation and distribution system to maintain constant system voltage and power factor correction as required.

Maintains knowledge regarding direction of line feeds from substations and locations of switches and fuses, and verifies with department personnel any changes made.

Supervises preparation of power bills and meter readings. Verifies correct rates/tariffs are assigned to customers and assists with developing new rates/tariffs as required.

Provides recommendations for energy efficient service for new and/or current customers.

Attends, conducts, and participates in safety meetings. Coordinates contractor activities.

Regularly responds to emergencies on a 24 hour basis from off-duty status.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEGE:**

Bachelor of Science in Electrical Engineering or Associate Degree in Electrical Engineering with five (5) years experience in operation and design of metering, billing, substation, distribution, vegetation management, telephony, and IT, and ability to maintain State license for application of herbicides.

Possession of or ability to obtain certification in ITRON, MV90xi, MVRS, and MVLT.

Working knowledge of department practices and procedures, and ability to apply such knowledge to a variety of tasks, processes and operations.

Knowledge of Standard English grammar, spelling and punctuation, and ability to read and interpret equipment drawings and manuals.

Proficient in the use of computers, windows operating system and associated software including but not limited to: Word, Excel, Access, Outlook, AutoCAD, GIS systems, and Adobe Acrobat.

Knowledge and understanding of SQL, HTML and DNP for the ability to program meters and relays.

Knowledge of National Electrical Safety Codes and applicable portions of material the Department may incorporate.

Ability to supervise department personnel, including planning, delegating, and controlling work assignments, evaluating job performances, providing training, and performing daily job inspections to ensure completion.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and difference in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to plan and layout assigned work projects, apply knowledge of people and locations, and read and interpret detailed prints, sketches, and maps.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to effectively communicate in a courteous, tactful manner with co-workers, vendors, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to make complex arithmetic calculations and apply computer programs.

Ability to regularly work extended hours, and occasionally work weekends and evenings hours and travel out of town for meetings and training, sometimes overnight.

Ability to occasionally respond to emergencies on 24 hour basis, and regularly serve call on rotation basis.

Possession of a valid Indiana driver's license with demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of regular duties according to Superintendent with ability to improve or make adjustments to a customary routine. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives, referring to Superintendent when interpretations of departmental policies and programs are thought necessary. Frequently, decisions are made which may require the use of new technology.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/walking at will, standing/walking for long periods, walking on uneven terrain, lifting objects over 50 pounds, pushing/pulling, carrying objects, crouching/kneeling, bending at waist, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

## **IV. WORKING CONDITIONS:**

Incumbent performs duties in an office building and/or outdoors, involving working in wet/icy surroundings, working with or near chemicals, working near fumes, odors, dust, or dirt, working in a noisy environment, working with energized equipment, working in high places, responding to situations involving potential physical harm to self and others, and working in extreme hot or cold temperatures. Incumbent may be required to wear protective clothing and/or equipment. Safety precautions and universal health precautions must be followed at all times to ensure safety of self and others.

Incumbent regularly works extended hours, occasionally works evenings and/or weekends, and occasionally travels out of town for training and meetings, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis, and regularly serves on 24 hour call on rotation basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Technical Foreman for the Electric Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name