



TOWN OF WALLINGFORD

Open Competitive Examination

Department of Human Resources
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

GENERAL LINE FOREMAN

\$97,917 - \$125,278

(Annually)

General Statement of Duties: This is a responsible supervisory position, involving the construction, maintenance, and operation of the overhead and underground electric utility distribution and transmission systems and facilities of the Electric Division. The work includes responsibility for the safe and efficient installation, repair, inspection, and/or operation of the Division's electric systems and facilities, including transmission lines, underground and overhead distribution lines, street lighting, construction equipment, machinery, etc. The work requires that the employee have considerable knowledge, skill and ability in the principles and practices of electric utility construction, operation, and maintenance.

Supervision Received: Works under the direction of the Superintendent of Distribution.

Examples of Duties: Schedules, assigns, supervises and evaluates the work of the Division's Linemen and Distribution Technician. Makes specific crew assignments. May supervise other personnel as assigned. Schedules, assigns, oversees and evaluates the work of the Stock Supervisor. Analyzes records and inventories and ensures the appropriate availability of electric utility transmission and distribution materials, parts and supplies. Prepares or assists with the preparation of specifications and requisitions for material and equipment. Oversees material and equipment inventory and stores operations. Schedules, assigns, oversees and inspects the work of line construction, maintenance, and inspection contractors, and vegetation management contractors. Ensures that work zones and worker activities comply with all applicable safety and environmental regulations. Assists with the Division's safety and industrial health programs. Inspects the Division's electric facilities and identifies and schedules needed repairs and maintenance. Organizes, plans, and directs these efforts. Prepares reports and completes forms with respect to completed work. Maintains records and prepares and/or approves employee time records. Investigates customer complaints regarding electric service reliability and quality, either personally or with assistance from Engineering. Ensures the preparation of any needed repair orders. Trains and counsels' employees, administers union contract language, administers oral warnings and recommends higher level discipline. Assists in employee selection. Coordinates activities with other divisions and departments, other governmental agencies, customers, and the general public. Performs on-call work as assigned. Performs other related work as required.

Required Knowledge, Skills, and Abilities: Considerable knowledge of electric utility distribution construction, maintenance, operation methods and practices, and equipment to accomplish same, for both overhead and underground facilities. Considerable knowledge of the applicable safe work practices for these activities, including but not limited to OSHA, the Division's Safety Manual, and applicable Town work rules and regulations. Considerable knowledge of electric utility distribution designs and systems, and the applicable local, state, and national codes and standards, especially, but not limited to, the National Electric Safety Code. Considerable ability to supervise, direct, and organize skilled and semi-skilled field workers, including training, direct job oversight and performance evaluation. Considerable ability to plan and organize the activities of contractors, including, but not limited to contractors performing overhead and underground line construction and maintenance, and vegetation control, including the safe and effective coordination of contractor forces with those of the Division. Considerable ability to organize and direct personnel and equipment during emergency repairs and react to emergency conditions. Considerable ability to communicate orally and in writing. Considerable ability to establish and maintain effective working relationships with other Town Departments, other municipal and investor-owned utilities, co-workers, subordinates, and the general public.

Required Experience and Training: An Associates degree in electrical, civil, or mechanical engineering plus eight (8) years of progressive experience in the construction, maintenance, and operation of utility-grade electric distribution facilities, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. One (1) year experience as a supervisor is preferred.

Special Requirements: Must possess, or obtain within twelve (12) months of hire, and maintain Connecticut Valley Electric Exchange (CONVEX) Switching and Tagging certification. Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department or may be downloaded from the Department of Human Resources Web Page and emailed to wfdhr@wallingfordct.gov

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be May 6, 2024.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER