



# Lineman Supervisor

FLSA Status: Non-exempt

## General Overview:

Supervises, coordinates, and directs activities of skilled craft personnel working in and around equipment. Manages their assigned crew so that all scheduled work is completed safely, efficiently, with the highest degrees of quality, and as planned. Works with crew members, planning functions and scheduling functions to continually improve the safety and effectiveness of work personnel.

- Reviews scheduled work orders with crews daily and reviews safety requirements or concerns for each scheduled job.
- Provides day to day leadership and management to assigned work crew to ensure tasks are being completed and planned.
- Monitors the progress of all ongoing work and provides support to crew members to ensure jobs can be completed safely and efficiently.
- Provides expertise and monitors the completion of complex and detailed repairs, installation, and maintenance of equipment in assigned areas.
- Verifies that equipment repairs are completed and equipment is ready for service prior to release back to operations.
- Ensures that an accurate record of work is recorded for each work order completed.
- Works with scheduling functions to develop available employee-hour forecast for all scheduling periods to include tracking upcoming annual leave, sick leave, training, meetings, etc. so that all available employee hours can be scheduled.
- Works with planning functions and provides feedback on work packages to all for continuous improvements of planning processes and equipment reliability.
- Engages and supports crewmembers to facilitate an environment of continuous improvement
- As a member of management, communicates regularly with crewmembers to ensure they are informed of all pertinent plant related information in an accurate and timely manner.
- Accountable for crewmembers' safety performance, job performance, training needs, and adherence to company policies and procedures.
- Monitors individual employee performance and provides regular feedback to employees.
- Conducts formal performance reviews as required.
- Reviews and approves timesheets for all crewmembers.
- Works with administration to develop and track budget related information for assigned areas.
- Develops and tracks appropriate metrics to track the effectiveness of work processes.
- May perform duties of and/or cross train as necessary.

### **Salary is based off of previous experience**

*This General Overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties by supervisor or management.*

**Minimum Qualifications:**

- High school graduation or its equivalent
- 2 Years or more experience in utility electrical system construction or maintenance or other related fields.
- Valid Class B Driver's License with an acceptable driving record.

**Preferred Qualifications:**

- Preferred Master's Electrician's License
- Proven track record of leadership and creating an environment of employee involvement and continuous improvement.
- Experience in operating and maintaining conventional utility operations or construction.
- Experience in maintaining and tracking budgets.
- Experience with staging of parts and tools.
- Proven track record of leading change and in developing and executing strategies to support change.

**Work Environment:**

- Work Hours are spent in an office and in the field.
- Work involves exposure to noise.
- Work involves call-outs.
- Work involves weekends, holidays, and non-standard hours.
- Work requires response time withing 1 hour max to designated service areas.
- Work involves exposure to various and sometimes extreme weather conditions.
- Work involves exposure to high-speed rotating machinery.
- Work requires use of personal protective equipment.

**Physical Demands:**

- Work involves frequent finger/hand manipulation in using hand tools and operating equipment.
- Work involves standing and/or walking in repairing and maintaining equipment.
- Work involves climbing, crouching, and crawling or other non-sitting positions in repairing and maintaining equipment.
- Work involves being suspended in the air for extended periods of time.
- Lifts and carries up to 50 pounds.
- Pushes and pulls up to 100 pounds.
- Performs work at chest level or higher, including overhead full arm extension holding up to 25 pounds.
- Work involves climbing of ladders.
- Work involves confined space entry.
- Work involves frequent finger/hand manipulation in using writing utensils, keyboards, and mouse.

**Benefits:**

- Employer Paid Health Insurance (Dependent coverage assistance also available)
- 2:1 matching retirement benefits (Texas Municipal Retirement System)
- Paid Dental and Vision Insurance
- Paid Life insurance
- Paid Vacation (Two weeks)
- Paid Holidays (15 per year)
- Sick Leave
- Paid Uniforms
- Annual boot reimbursement
- Education, License, and Certificate Pay