

Jurisdictional Class: Competitive; Non-Competitive for Villages  
Adopted: August 9, 1983  
Revised: June 26, 2019

**LINE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the direction and supervision of the overall arduous and hazardous operations of construction, repair, and maintenance of overhead and underground transmission and distribution systems, substations, traffic lights, and street lighting and the responsibility for efficient and safe execution of duties. The work is performed under general supervision with considerable leeway allowed for independent judgment in carrying out the details of the work. Supervision is exercised over Chief Line Workers, Line Workers, Line Helpers, Trainees, Laborers, Tree Surgeons, and Substation Electricians. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs and oversees the construction, repair, and maintenance of overhead and underground electrical transmission and distribution systems, traffic lights, and street lights;  
Plans and distributes work to crew members;  
Oversees and coordinates the work of line crews with that of contractors, utility companies, and other departments;  
Supervises, trains, and evaluates subordinates;  
Oversees the installation of electric lighting, traffic lights, transmission and distribution systems based on plans and blueprints;  
Ensures that proper safety precautions are taken when crews are working close to energized lines and in streets subject to traffic hazards;  
Requisitions tools and equipment for projects;  
Inspects the work of line crews while in progress and upon completion;  
Directs and oversees the inspection, installation, repair, and maintenance of substations;  
Develops and implements system switching procedures;  
Develops and implements preventative maintenance programs for substations, distribution systems, traffic lights, street lighting, and other electrical equipment;  
Oversees the tree trimming and tree removal operations from distribution and transmission lines;  
Utilizes computer system to review system drawings and updates system data base as required;  
Implements department's policies, procedures, and practices;  
Checks field drawings and marks variations made in construction and makes sketches;  
Maintains time records and prepares reports;  
Oversees proper handling and disposal of oil filled equipment in compliance with regulatory requirements;  
Ensures compliance with all local, state, and federal safety regulations;  
Keeps manager informed of work progress and personnel issues;  
Answers emergency trouble calls;  
May test electric meters.

## Line Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods, techniques, procedures, and practices required in the maintenance, operation, and construction of electric utility system components;

Good knowledge of the proper and safe use of the tools and equipment used in the maintenance, operation, and construction of electric utility systems;

Ability to perform difficult and hazardous assignments under arduous and inclement weather conditions;

Ability to work well with others;

Ability to follow oral and written instructions;

Ability to file legible and coherent reports, form sheets, time sheets, work orders, etc;

Ability to read and interpret electrical drawings, and operating and maintenance instructions;

Ability to develop and implement system switching procedures;

Ability to plan and supervise the work of others;

Ability to instruct and train subordinates.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as a Line Worker on power distribution systems; three (3) years of which must have been in a supervisory capacity.

**MINIMUM QUALIFICATIONS FOR VILLAGES:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a Line Worker on power distribution systems; one (1) year which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.