



If you meet these qualifications, please schedule a confidential discussion with the General Manager. carol.robertson@hydeparkvt.com

A summary of benefits is found at the end of the position description.

VILLAGE OF HYDE PARK, VERMONT

Position Title: **LEAD LINEMAN**

Reports To: General Manager

Position Description: Full-Time, Non-Exempt

GENERAL SUMMARY

This position works under the supervision of the General Manager and in cooperation with the Office Administrator. The Lead Lineman is a working crew leader responsible for training, directing and supervising the operation, maintenance, routine construction and outage response of the Hyde Park Electric, Water and Wastewater Departments, and for sidewalks, streetlights, and other general duties for the Village General Department.

ESSENTIAL JOB FUNCTIONS

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- Must possess and maintain the skills and abilities to routinely perform the duties and responsibilities of:
 - 1st Class Electric Utility Lineman
 - On-Call
 - Responsible for safe and reliable 24/7 emergency response service for Hyde Park Electric, Hyde Park Water and Hyde Park Wastewater, personally sharing on-call rotation on an equal basis with 1st Class Linemen.

- Person in charge of work site, unless assigned to a 1st Class Lineman
 - Conducts and documents job briefings (Tail-Board)
 - Responsible as the authority to prevent accidents
 - Ensures that safety rules and procedures are followed
 - Keeps necessary records and reports
 - Prevents unauthorized persons from approaching work sites
 - Prohibits the use of unsuitable tools and equipment
 - Prohibits the use of equipment and tools that have not been tested and/or inspected
 - Report safety violations as soon as possible to the GM

- Responsible for establishing a culture of safety within the organization, maintaining compliance with all safety standards and practices, responsible for VOSHA, local, state and national requirements
- Responsible for compliance with the VT Utilities Electric Service Requirements Manual
- Responsible for the safety program, monthly safety meeting, maintaining CPR and first aid training
- Responsible for cost effective right-of-way clearing
- Responsible for warehouse stock and safety tools, gear and rubber goods, as well as the required testing of same
- Responsible for keeping vehicles and heavy equipment in safe and good working order, properly inspected and certified
- Time management for cost effective use of labor, materials and equipment under supervision
- Perform routine Drinking Water System and Waste Water System inspections, testing and submit regulatory compliance documentation to the office on a timely basis
- Strings, splices, transfers, and sags wire in energized or de-energized circuits and connects wire and transformers as directed; shortens or lengthens lines by adding or removing wire, using a various types of splices, connectors, sleeves or clamps; performs above ground on poles or steel towers using climbers and safety belt, or operating equipment, boom truck or specialized equipment; uses a variety of underground locating and faulty finding equipment
- Routes or re-routes power lines over, under or around existing lines and structures; performs above on energized lines; selects and uses a variety of hot line tools, to include rubber gloves, line hoses, mechanical jumpers, fiber guards, blankets and other protective devices as necessary; performs on all voltages as required through the system
- Installs, removes, transfers, maintains and/or repairs cross arms, pins, insulators, guys, transformers, transformer banks, breakers, regulators, street lights, meters switch racks, and other overhead pole and underground residential distribution equipment, to include hand tools and power tools
- Installs and removes transformers, including primary and secondary current transformers and self-contained meters; cut-outs, disconnecting switches, circuit breakers, and other overhead and underground line devices, rigging block and tackle if necessary; installs street and area lights, for primary and secondary voltages; replaces transformers locations on maps
- Performs line switching or sectionalizing as needed, performs emergency repairs, phases and connects circuits under load; performs load checks and balances feeders as needed.
- Maintains circuit breakers, circuit reclosers, sectionalizers, and transformers; reads operations counters and forwards recorded information
- Inspects lines, poles and equipment for signs of damaged and reports deficiencies.
- Perform routine substation inspection

- Perform and/or coordinate, all phases of substation technical equipment maintenance, repair, and replacement with special emphasis placed on bypassing regulators and banking transformers in emergency
- Perform on-the-job training of Apprentice(s), and other crew members in maintenance and construction of overhead and underground power system, and outage restoration
- Process connects, disconnects, change-outs and trouble orders in accordance with established policies. Prepare special reports as needed to advise of changes in condition on member premises
- Investigates member service complaints and takes the proper corrective action
- Inspect transformer and meter connections before energizing to determine if construction codes and safety precautions are met
- Responsible for meter installs, disconnects and readings
- Respond to outage and voltage trouble calls and determines resolutions
- Request approval of work orders for all forms of system expansion and modification while ensuring that designs are prepared in accordance with applicable codes and standards
- Assist customers in locating electrical line route for power to premise
- Assist customers in locating water and wastewater line route to premise
- Responsible for design and field staking, staking sheets and work orders
- Prepare work orders for overhead and underground member line extensions and lighting
- Prepare conduit plans for underground and design electrical systems
- Obtain right-of-way, easements, and permits from landowners and governmental agencies, working in coordination with the office as needed
- Revise completed jobs with red line changes in order to properly account for time and material (construction units and retirement units)
- Perform conduit inspections and underground locates as needed
- Design power and/or conduit layouts and create new specifications and design specific material
- Maintain system maps, as assigned
- Responsible for meter seal tagging, inspection and the power diversion / power loss program
- Monitor line loss and implement cost effective strategies and tactics to reduce loss
- Trouble-shooting to find and resolve safety and reliability issues
- Keep power outage records and provide in a timely manner to the Office Administrator

OTHER DUTIES AND RESPONSIBILITIES

- Know and apply service rules, regulations and ordinances fairly to all
- Keep public relations a top priority – providing for same day courteous response to customer complaints/concerns, if at all possible, and within overtime constraints
- Timely report any/all customer dissatisfaction to the Office Administrator and/or GM
- Maintain confidentiality of pertinent customer information

- Respond to a variety of customer inquiries, requests, and complaints and effectively resolve customer needs
- Keep the Office Administrator appropriately informed
- Maintain working knowledge of utility rates, procedures and methods of service
- Find and resolve discrepancies and inaccuracies
- Perform any other duties as may be required

REQUIREMENTS

- Must have a high school diploma or GED
- Must be a certified First Class Lineman for overhead and underground electric and high voltage utility work. Certificate is required.
- Must have 24 months or more continuous employment as a First Class Lineman with an electric distribution utility
- Must have a thorough knowledge of first aid
- Valid Commercial Driver's License (Class A) on hire and maintained
- Pole Top and Bucket Rescue Certification is required
- Verifiable work record showing evidence of proper safety training and a satisfactory safety performance record
- Verifiable work record and work references showing evidence of good work performance and teambuilding ability
- Verifiable work record of satisfactorily responding to on-call duties and 24/7 responsiveness
- Must be willing and able to work overtime hours as needed
- Must live within 30 minutes of the Church Street warehouse under normal driving conditions, or be willing to relocate within 12 months

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of electrical theory, ability to follow NEC and NESC for Overhead and Underground Construction Standards and interpret prints and wiring diagrams
- Strong problem-solving, analytical, troubleshooting and organizational skills are crucial
- Ability to perform detailed work accurately, efficiently and in a timely manner
- Ability to multi task and prioritize tasks in order to deal effectively with multiple customers and work situations simultaneously and under stressful conditions
- Ability to communicate clearly and concisely with others, both verbally and in writing
- Ability to interact effectively and tactfully with a wide variety of individuals, including customers and other department personnel
- Ability to understand, interpret and explain procedures to customers and related parties
- Ability to learn and apply Village and state policies, procedures and methods of operation

- Must be proficient in the use of a personal computer and applications customarily used in an office and engineering environment

WORKING CONDITIONS/PHYSICAL DEMANDS

- Must meet and maintain all physical requirements of First Class Lineman for overhead and underground electric high voltage utility work, to include pole mount rescue
- A pre-employment physical is required
- Must be capable of frequent lifting and/or moving up to 25 lbs. and on occasion lifting and/or moving up to 100 lbs.
- Vision capabilities require close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must meet the physical requirements of a Water Operator, to include working within close confinement spaces of a vault and/or trench box
- Must meet all the physical requirements to operate vehicles, equipment, machinery and tools, to include heavy duty utility truck, digger derrick, bucket truck, backhoe, lift truck, pumps, compressors, compactors, ditch witch, generators, hand and power tools, wrenches, shovels
- Subject to extremes in weather, temperature, noise, vibration, dust, odor, caustic chemicals etc. the majority of the time

The above statements are intended to describe the general nature and level of work by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approved by Carol Robertson, General Manager Carol Robertson

June 15, 2022

344 VT 15 West, P.O. Box 400, Hyde Park, VT 05655

Village of Hyde Park provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Village of Hyde Park complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Village of Hyde Park expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Village of Hyde Park's employees to perform their job duties may result in discipline up to and including discharge.

VOHP Benefit Summary 2022

Retirement – VMERS Plan

Vermont Municipal Employees' Retirement System

Defined Benefit – Group C

The VOHP pays the employer contribution and, on behalf of the employee, pays 9% of the employee contribution. The current employee deduction is 1.75% of gross wages, and historically changes by .25% per year voted on by State legislature – vested at 5 years of service. Please reference chart.

Sick Leave – 12 days each year, with maximum bank 60 days

Vacation

Full-time hourly employees are granted vacation leave annually for continuous service in the following manner:

- One (1) year service-One (1) week vacation leave.
- Two (2) – Four (4) years-service-Two (2) weeks-vacation leave.
- Five (5) – Nine (9) years-service-Three (3) weeks-vacation leave.
- Ten (10) years-service-Four (4) weeks-vacation leave.
- Twenty (20 years-service-Five (5) weeks-vacation leave.

Holidays – 12 days

New Year's Day	Labor Day
Martin Luther King, Jr Day	Veteran's Day
President's Day	Thanksgiving Day
Town Meeting Day	Day After Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day

Dental – 100% paid for employee and 50% paid for dependents

July 1 to June 30 premium renewal date

Employee dependent bi-weekly deduction (3 or more persons) \$20.94

Health – MVP Gold1 Plan reviewed prior to each calendar year.

Family plan used as example

\$22,475.76 is the current total premium for the family plan.

Employee pays 25% of premium bi-weekly deduction based on family plan \$216.11, 2022 premium deduction \$5,618.94, VOHP pays 75% of premium, annual amount is \$16,856.82

Employee opting out with coverage elsewhere receives opt out compensation of 50% of Single person plan, currently, MVP Gold1 at rate of \$153.82 per bi-weekly pay

HRA Plan VOHP Contributed \$3,000 in 2022 for Employees taking health insurance.

Life - \$15,000 for employee at no cost.

Mileage reimbursement at Federal amount.

1st Class Electric Utility Lineman

Village of Hyde Park
Hyde Park, VT, USA

💰 \$42.61 to \$47.34 Hourly

+ Dental, Life, Medical

📅 Full-Time

Why Work Here?

"Join a great team who will support you! We're a small municipal utility offering rewarding work, competitive compensation and benefits."

Lead Lineman or Foreman depending on your experience and goals. We offer the Vermont Municipal Employees' Retirement System Defined Benefit - **Group C : Normal Retirement Age is 55 with 5 years service.** The Village pays the employer contribution and, on behalf of the employee, **pays 9% of the employee contribution.** The current employee deduction is 1.75% of gross wages. As you compare wages, calculate take-home pay and consider retirement as well. This is a great job and opportunity.

Learn more at www.villageofhydepark.com