

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Lineman Foreman

JOB CODE : 030702, 035702

DATE PREPARED : July 21, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises a mixed crew composed of Linemen in the maintenance and construction of overhead and underground high voltage transmission and distribution lines. The incumbent can be either a maintenance or construction craftsmen.

DIMENSIONS

The incumbent reports to a Lineman General Foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to the craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

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ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent lifting/carrying of up to 11 to 25-pound insulators and other materials/supplies necessary to perform job duties;
2. Occasional pushing/pulling using one/both hands/arms exerting 25 to 35 pounds of force moving/installing equipment/materials/supplies;
3. Frequent/constant climbing power poles, etc., to repair/replace broken lines, transformers, or other power equipment;
4. Frequent bending/twisting at waist/knees/neck while maintaining power lines, transformers, and other power equipment which are part of a high voltage transmission and distribution system;
5. Occasional kneeling/crouching while installing/repairing equipment;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
7. Constant use of sight abilities requiring visual acuity in near-, mid-, and far-range, hand/eye coordination, and color perception;
8. Frequent use of speech/hearing abilities communicating with coworkers/supervisors.

Mental

1. Constant mental alertness/attention to detail/accuracy required in ensuring work is performed in compliance with all specifications/regulations and in maintaining a safe work environment;
2. Must possess excellent planning/organizational skills and ability to delegate work in order to schedule crews, assign duties, and ensure completion of all projects within required deadlines;
3. Must be able to use independent judgement, problem-solving skills, and ability to apply knowledge/experience to all situations in order to determine materials/parts/equipment requirements, resolve problems, develop new procedures/policies, etc.;
4. Must possess excellent mechanical aptitude and spatial reasoning abilities in order to determine the best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read/understand technical information/manuals/policies/procedures/work orders/blueprints/diagrams and Material Safety Data Sheet guidelines;
7. Must have excellent problem-solving skills and be able to troubleshoot malfunctions in power lines/transformers and other power equipment; must be able to deal with emergency situations, hazardous conditions, multiple priorities, and time constraints;
8. Must possess excellent interpersonal and oral/written communication skills in order to deal with all level of personnel in an effective/professional manner and to review/complete required paperwork accurately;
9. Must possess excellent supervisory/leadership skills in order to provide guidance/training to assigned personnel in an effective/positive manner;

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10. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed outdoors exposed to typical Nevada weather or indoors in shop/office area, depending on assignment.

Tools & Equipment Used: Hand/power tools, crane, hoist, boom truck, hot sticks, and other equipment as needed. Safety equipment includes hard hat, safety shoes, rubber gloves, safety harness, and hearing/eye protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Three and one-half years of experience or completion of an apprentice program offered by a power company or bargaining unit is required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Valid Class "A" Commercial Driver License may be required. If incumbent welds, must be qualified and able to demonstrate continued proficiency in accordance with REECo's General Welding Standard WQ-1, as described in the REECo Welding Manual, Volume II.