



The City of Dover
ELECTRIC DRAFTSMAN I
Pay Grade: 18

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Electric Draftsman I position is to provide computer aided drafting and design support. The position is responsible for site plans, drawings, files, and reports of responsibility. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Creates, revises, and maintains AutoCAD and database software files of the City's circuits, maps, and electric equipment for GIS purposes.
- Creates, revises, and maintains equipment tagging for such items as transformers, switch gears, pedestals, capacitors, transmission and distribution switches, manholes, hand holes, pull boxes, vaults, and meter cabinets.
- Creates, revises, and maintains construction drawings of old and new commercial and residential site plans' electric design.
- Creates, revises, and maintains substation drawing files.
- Continues self-paced study of GIS application software required for implementation of future City GIS planning.
- Maintains inventory of general CAD equipment and supplies for daily operations, such as paper and ink.
- Gathers and maintains information/data to prepare reports of completed and pending jobs for summary and research purposes.



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Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires education or training equivalent to a associate degree in general engineering technology.
- Requires certification in CAD applications.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ELECTRIC DRAFTSMAN III
Pay Grade: 20

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Electric Draftsman III position is to provide computer aided drafting and design support. The position is responsible for site plans, drawings, files, and reports of responsibility. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Creates, revises, and maintains AutoCAD and database software files of the City's circuits, maps, and electric equipment for GIS purposes.
- Creates, revises, and maintains equipment tagging for such items as transformers, switch gears, pedestals, capacitors, transmission and distribution switches, manholes, hand holes, pull boxes, vaults, and meter cabinets.
- Creates, revises, and maintains construction drawings of old and new commercial and residential site plans' electric design.
- Creates, revises, and maintains substation drawing files.
- Continues self-paced study of GIS application software required for implementation of future City GIS planning.
- Maintains inventory of general CAD equipment and supplies for daily operations, such as paper and ink.
- Gathers and maintains information/data to prepare reports of completed and pending jobs for summary and research purposes.



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- Proficiently understands and provides training to all utility workers in the operation of the Utility GIS system.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires education or training equivalent to a associate degree in general engineering technology. Introduction to ArcGIS I is required supplemented with at least one more course in the Fundamentals of ArcGIS Learning Pathways curriculum. Courses must be taught by an ESRI certified instructor.
- Requires certification in CAD applications.
- Requires four years of drafting/GIS experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform



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Pay Grade: 20

the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ELECTRIC METER TECHNICIAN I
Pay Grade: 21

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Electric Meter Technician I position is to install, maintain, repair, and test all self-contained single-phase metering equipment and limited self-contained poly-phase metering equipment, and to perform data input. The position works under general supervision according to set procedures.

Essential Duties and Responsibilities

- Installs, maintains, repairs, tests, adjusts and sets for new service self-contained single-phase meters.
- Installs, maintains, repairs, tests, and adjusts self-contained polyphase meters.
- Operates TDR II unit to check for illegal taps, Potential Flux Monitor to check meter coils, and mobile test units.
- Maintains computerized records of electric meters, logs work orders in computer database.
- Performs periodic inspections of meter equipment such as sockets or entrance cables to ensure proper functioning.
- Assists with conducting of safety demonstrations at such locations or events as schools, businesses, mall shows, or festivals.
- Installs recording ammeters and volt meters for load and voltage studies; discusses recording results with customers, providing information and recommendations for resolution of problems; handles customer requested meter tests.
- Handles problem orders from Meter Reading, such as possible jammed registers, low usage, or inability to read ERT.



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ELECTRIC METER TECHNICIAN I
Pay Grade: 21

- Performs customer service, providing information to customers and assisting with resolution of issues, problems, and complaints; interacts with other City departments to provide information and resolve problems.
- Delivering Council packets and City Manager's letters.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory or electronics.
- Requires valid Delaware Driver's License.
- Requires six months of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



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The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ELECTRIC METER TECHNICIAN II
Pay Grade: 24

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Electric Meter Technician II position responsibility is to design, apply, install, test and maintain all polyphase, single phase, instrument transformer and self-contained metering. The position requires thorough knowledge of electronic meters and recorders; operation of computerized test benches; installation and downloading of voltage recorders, amp recorders, power analyzers, pulse recorders, load loggers; training and data input. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Leads in the installation, maintenance, repair, and testing of polyphase, single phase, instrument transformer, and self-contained metering equipment.
- Troubleshoots metering problems; performs periodic inspections of metering equipment such as meter sockets, entrance cables, or current transformers.
- Diagnoses other utility systems and directs and assists the utility in determining proper metering for the installation, coordinates with electrical contractors on existing electrical services.
- Installs and downloads voltage recorders, amp recorders, power analyzers, pulse recorders, load loggers, and evaluates the information, including preparing distributing graphs and reports.
- Maintains computerized records of electric meters; logs work orders in computer database; prepares routine reports and submits to supervisor.
- Assists with conducting of safety demonstrations at such locations or events as schools, businesses, mall shows, or festivals.



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- Installs recording ammeters and volt meters for load and voltage studies providing information and recommendations for resolution of problems. Handles problem orders from Meter Reading, such as possible jammed registers, low usage, or inability to read ERT.
- Performs customer service, providing information to customers and assisting with resolution of issues, problems, and complaints. interacts with other City departments to provide information and resolve problems.
- Provides training for Electric Metering Technician I position as required.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory or electronics.
- Requires valid Delaware Driver's License.
- Requires four years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



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ELECTRIC METER TECHNICIAN II
Pay Grade: 24

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ELECTRICAL GROUNDWORKER I
Pay Grade: 11

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Electrical Groundskeeper I position is to provide assistance to line workers and tree trimmers working near electrical lines. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

Essential Duties and Responsibilities

- Drives and operates equipment such as a bucket truck or backhoe; operates overhead equipment and hydraulic drills and saws.
- Assists with clean-up of brush, trees, other debris, and spills; performs shoveling, carrying wire and tools, and moving equipment and materials to designated areas.
- Aids line workers as needed, including pulling and splicing wire, digging pole holes, and building line poles.
- Aids Tree Trimmers as needed, including sharpening saws, chipping brush, cutting limbs/logs, some climbing of trees and working ropes for Trimmers.
- Prepares materials for jobs and stocks trucks.
- Repairs problems on low voltage lines as directed.
- Maintains and checks crew equipment to ensure proper functioning.
- Sets up work signs on roadway and assists with directing of traffic around work site.
- Attending training sessions as directed.



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ELECTRICAL GROUNDWORKER I
Pay Grade: 11

- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Commercial Driver's License.
- Requires no prior experience, just a short demonstration.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.



The City of Dover
ELECTRICAL GROUNDWORKER I
Pay Grade: 11

Employee Signature: _____

Date: _____



The City of Dover
ELECTRICIAN I
Pay Grade: 18

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/11/2023

Job Overview

The Electric I position is to perform complex electrical and electromechanical installation, maintenance, and repairs. The position is responsible for installations, inspections, preventive maintenance, repairs, replacements and completion of logs or forms. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Leads and/or performs inspections and installation of electrical and electromechanical equipment/systems and components within structures and facilities of responsibility.
- Performs repairs on electrical and electromechanical equipment/systems as required, reports malfunctions outside the scope of the position to appropriate personnel.
- Schedules and performs preventive maintenance on equipment/systems in accordance with departmental policy and regulations.
- Reads blueprints, diagrams, specifications, manuals, and/or sketches in preparation and performance of tasks.
- Ensures work performed adheres to established safety standards, electrical and building codes and regulations, and engineering standards as applicable.
- Performs administrative functions such as assisting with engineering and bidding of projects, or preparing logs, records, work orders, or purchase orders; assists with monitoring of materials and equipment.
- Attends staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.



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ELECTRICIAN I
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Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical training.
- Requires valid Driver's License and State of Delaware Master Electrician License.
- Requires four years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ENGINEERING FIELDMAN CREW LEADER
Pay Grade: 29

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Engineering Fieldman Crew Leader position is to design the City's electric distribution and transmission system. The position is responsible for gathering field data, designing, field layout projects, cost estimating, billing, supervising contract workers, field inspections, customer service, and related paperwork. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Gathers and compiles field data and designs electric system projects.
- Draws electric service locates and work orders.
- Performs physical layout of electric project to ensure feasibility of same.
- Performs administrative tasks such as assisting with budgets, preparing reports, preparing bid specifications, tracking equipment usage, maintaining files, and ordering materials and supplies.
- Performs customer service, provides customers with information for the area of responsibility, and investigates and resolves problems.
- Assists with system operations to restore power when outages occur; assists with field duties as required.
- Provides training for subordinate workers; schedules, assigns, and assists with completion of tasks as required.
- Assist in providing information on the performance and Skill level of coworkers.



The City of Dover
ENGINEERING FIELDMAN CREW LEADER
Pay Grade: 29

- Oversees and monitors contracted crews/technical assistance to City crews, ensuring compliance with City safety regulations.
- Performs field inspections of developer and electrical contractor installations to ensure compliance with designs, specifications, and City codes and ordinances.
- Performs administrative tasks such as writing utility easements, highway permits, preparing correspondence, and preparing routine and specialized reports.
- Maintains required logs, records, and personnel information; prepares routine reports and submits to supervisor.
- Attends meetings with customers, electricians, developers, and electrical contractors to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires associate degree or the equivalent of two years of college or specialized vocational training in computers, drafting, surveying, civil engineering, or a closely related field.
- Requires valid Delaware Driver's License.
- Requires four years of Engineering Field experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.



The City of Dover
ENGINEERING FIELDMAN CREW LEADER
Pay Grade: 29

- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
ENGINEERING FIELDMAN I
Pay Grade: 24

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Engineering Fieldman I position is to design electric system projects for the City's electric distribution and transmission system. The position is responsible for gathering field data, designing, field layout projects, cost estimating, billing, supervising contract workers, field inspections, customer service, and related paperwork. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Gathers and compiles field data and designs electric system projects.
- Draws electric service locates and work orders.
- Performs physical layout of electric project to ensure feasibility of same.
- Projects cost estimates of project and bills project.
- Oversees and monitors contracted crews/technical assistance to City crews, ensuring compliance with City safety regulations.
- Performs field inspections of developer and electrical contractor installations to ensure compliance with designs, specifications, and City codes and ordinances.
- Performs administrative tasks such as writing utility easements, highway permits, preparing correspondence, and preparing routine and specialized reports.
- Attends meetings with customers, electricians, developers, and electrical contractors to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills.



The City of Dover
ENGINEERING FIELDMAN I
Pay Grade: 24

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires associate degree or the equivalent of two years of college or specialized vocational training in computers, drafting, surveying, civil engineering, or a closely related field.
- Requires valid Delaware Driver's License.
- Requires four years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____



The City of Dover
ENGINEERING FIELDMAN I
Pay Grade: 24

Date: _____



The City of Dover
LINEMAN 1ST CLASS I
Pay Grade: 26

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Lineman 1ST Class I position is to repair, maintain, upgrade, and extend electric lines. The position is responsible for tasks/projects of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Installs, repairs, maintains, and upgrades overhead electric lines and devices utilizing lift bucket or climbing poles.
- Installs, repairs, maintains, and upgrades underground cables and devices.
- Assists with training of other line workers as directed; assists with completion of tasks as required.
- Reviews work orders and related drawings and blueprints and diagnoses on-site problems; prepares work site in compliance with safety regulations.
- Hangs transformers; terminates primary and secondary cables.
- Reviews and assists with writing of switching schedules.
- Participates in setting, pulling up, and framing poles, making attachments, and installing guy wires and anchors.
- Drives and operates equipment such as bucket truck, digger truck, front-end loader, crane, backhoe, and trencher, and operates wire puller, compressor, and hydraulic drills and saws to facilitate completion of tasks/projects.
- Assists with review of warehouse inventory and with purchasing of overhead products.



The City of Dover
LINEMAN 1ST CLASS I

Pay Grade: 26

- Interacts with the public, City personnel, and/or outside agencies to provide information or assist with resolution of issues,
- problems, or complaints relating to area of responsibility.
- Assists with power outages and environmental clean-up as required.
- Maintains required logs and records; prepares routine reports and submits to supervisor.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory or a closely related field.
- Requires valid Delaware Commercial Driver's License. CPR certification.
- Requires four years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



The City of Dover
LINEMAN 1ST CLASS I
Pay Grade: 26

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
LINEMAN 2ND CLASS I
Pay Grade: 22

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Lineman 2ND Class I position is to repair, maintain, upgrade, and extend electric lines. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Essential Duties and Responsibilities

- Assists in the installation, repair, maintenance, and upgrading of overhead electric lines and devices utilizing lift bucket or climbing poles.
- Assists in the installation, repair, maintenance, and upgrading of underground cables and devices.
- Reviews work orders and diagnoses on-site problems; prepares work site in compliance with safety regulations.
- Reviews blueprints to prepare for installation of new equipment and locating of old equipment.
- Hangs transformers; terminates primary and secondary cables.
- Assists in setting, pulling up, and framing poles, making attachments, and installing guy wires and anchors.
- Assists in the installation, repair, and maintenance of traffic signals.
- Drives and operates equipment such as bucket truck, digger truck, backhoe, and trencher, and operates wire puller, compressor, and
- hydraulic drills and saws to facilitate completion of tasks/projects.
- Assists with environmental clean-up as directed.



**The City of Dover
LINEMAN 2ND CLASS I**

Pay Grade: 22

- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory.
- Requires valid Delaware Commercial Driver's License. CPR certification.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform



The City of Dover
LINEMAN 2ND CLASS I
Pay Grade: 22

the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
LINEMAN 3RD CLASS I
Pay Grade: 19

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Lineman 3RD Class I position is to repair, maintain, upgrade, and extend electric lines. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

Essential Duties and Responsibilities

- Assists in the installation, repair, maintenance, and upgrading of overhead electric lines and devices utilizing lift bucket or climbing poles.
- Assists in the installation, repair, maintenance, and upgrading of underground cables and devices.
- Hangs transformers; terminates primary and secondary cables.
- Assists in setting, pulling up, and framing poles, making attachments, and installing guy wires and anchors.
- Assists in the installation, repair, and maintenance of traffic signals.
- Drives and operates equipment such as bucket truck, digger truck, backhoe, and trencher, and operates underground wire puller, compressor, and hydraulic drills and saws to facilitate completion of tasks/projects.
- Assists in maintenance of facility and equipment of responsibility; stocks truck with equipment/tools, materials, and supplies.
- Assists with environmental clean-up as directed.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.



The City of Dover
LINEMAN 3RD CLASS I
Pay Grade: 19

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory.
- Requires valid Delaware Commercial Driver's License. CPR certification.
- Requires six months of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____



The City of Dover
LINEMAN 3RD CLASS I
Pay Grade: 19

Date: _____



The City of Dover
LINEWORKER CREW LEADER
Pay Grade: 28

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Line worker Crew Leader position is to lead a crew in the repair, maintenance, upgrading, and extending of electric lines. The position is responsible for assigned personnel, tasks/projects of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Serves as crew leader in the installation, repair, maintenance, and upgrading of overhead electric lines and devices utilizing lift bucket or climbing poles.
- Oversees and participates in the installation, repair, maintenance, and upgrading of underground cables and devices.
- Provides training for subordinate line workers; schedules, assigns, and assists with completion of tasks as required.
- Reviews work orders and related drawings and blueprints and diagnoses on-site problems; prepares work site in compliance with safety regulations.
- Hangs transformers; terminates primary and secondary cables.
- Reviews and assists with writing of switching schedules.
- Leads in setting, pulling up, and framing poles, making attachments, and installing guy wires and anchors.



The City of Dover
LINEWORKER CREW LEADER

Pay Grade: 28

- Drives and operates equipment such as bucket truck, digger truck, front-end loader, backhoe, and trencher, and operates wire puller, electrical test equipment, and hydraulic tools to facilitate completion of tasks/projects.
- Leads in the installation, repair, and maintenance of City traffic signals.
- Interacts with the public, City personnel, and/or outside agencies to provide information or assist with resolution of issues, problems, or complaints relating to area of responsibility.
- Assists with power outages and environmental clean-up as required.
- Maintains required logs, records, and personnel information; prepares routine reports and submits to supervisor.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires associate degree or the equivalent of two years of college or vocational school education in electrical theory or a closely related field.
- Requires valid Delaware Commercial Driver's License, State of Delaware Journeyman Lineman certification, and Bucket Truck, Pole Top Rescue, and CPR certification.
- Requires eight years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.



The City of Dover
LINEWORKER CREW LEADER
Pay Grade: 28

- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SCADA TECHNICIAN I
Pay Grade: 22

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The SCADA Technician position is to repair and maintain the SCADA system and related equipment. The position is responsible for equipment of responsibility and related record keeping. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Performs programming, wiring, distribution, repair, and maintenance of RTU equipment.
- Uses oscilloscope and other test equipment such as voltmeter and ammeter to test and calibrate SCADA and related equipment.
- Performs programming, wiring, distribution, repair, and maintenance of SCADA equipment.
- Orders replacement parts/units for equipment of responsibility as required.
- Maintains logs and records of activities for area of responsibility; prepares routine and special reports and submits to supervisor..

Required Skills, Knowledge, and Abilities

-

Education and Experience



**The City of Dover
SCADA TECHNICIAN I**

Pay Grade: 22

- Requires associate degree or the equivalent of two years of college or vocational school education in electricity and advanced electronics.
- Requires valid Delaware Driver's License.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SCADA TECHNICIAN III
Pay Grade: 27

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The SCADA Technician III position is to repair and maintain the SCADA system and related equipment. The position is responsible for equipment of responsibility and related record keeping. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Performs programming, wiring, distribution, repair, and maintenance of RTU equipment.
- Uses oscilloscope and other test equipment such as voltmeter and ammeter to test and calibrate SCADA and related equipment.
- Performs programming, wiring, distribution, repair, and maintenance of SCADA equipment.
- Orders replacement parts/units for equipment of responsibility as required.
- Maintains logs and records of activities for area of responsibility; prepares routine and special reports and submits to supervisor.

Required Skills, Knowledge, and Abilities

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Education and Experience



The City of Dover
SCADA TECHNICIAN III

Pay Grade: 27

- Requires associate degree or the equivalent of two years of college or vocational school education in electricity and advanced electronics.
- Must have training certificate provided by RFL for IMUX 2000/ILS/DACS.
- Must have training certificate provided by Siemens for Windows SCADA Training.
- Requires valid Delaware Driver's License.
- Requires four years as SCADA Technician experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SUBSTATION TECHNICIAN CREW LEADER
Pay Grade: 27

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Substation Technician Crew Leader position is to maintain and upgrade substations, maintain traffic lights, and work with environmental concerns. The position is responsible for substation and traffic lights of responsibility. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Tests, cleans, repairs, and calibrates relays used to protect and control functions of equipment such as circuit breakers, transformers, and automatic switches in substations and other distribution facilities.
- Performs administrative tasks such as assisting with budgets, preparing reports, preparing bid specifications, tracking equipment usage, maintaining files, and ordering materials and supplies.
- Provides training for subordinate workers; schedules, assigns, and assists with completion of tasks as required.
- Performs substation readings and rebuilding, including pulling wires, wiring equipment, setting relays, and testing system upon completion.
- Drains containment tanks as required.
- Assists with clean-up of environmental problems such as oil spills.
- Assists with minor and major power outages, coordinating with line crew to open and close breakers and swing loads from one circuit to another to reestablish power.



The City of Dover
SUBSTATION TECHNICIAN CREW LEADER
Pay Grade: 27

- Maintains required logs, records, and personnel information; prepares routine reports and submits to supervisor.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

-

Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electricity or electronics theory.
- Requires valid Delaware Driver's License.
- Requires four years of Substation Technician experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



The City of Dover
SUBSTATION TECHNICIAN CREW LEADER
Pay Grade: 27

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SUBSTATION TECHNICIAN I
Pay Grade: 22

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Substation Technician I position is to maintain and upgrade substations, maintain traffic lights, and work with environmental concerns. The position is responsible for substation and traffic lights of responsibility. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Tests, cleans, repairs, and calibrates relays used to protect and control functions of equipment such as circuit breakers, transformers,
- and automatic switches in substations and other distribution facilities.
- Performs traffic signal maintenance and repair, including controllers, relays, Opticom, communication, and related equipment.
- Performs substation readings and rebuilding, including pulling wires, wiring equipment, setting relays, and testing system upon completion.
- Drains containment tanks as required.
- Assists with clean-up of environmental problems such as oil spills.
- Assists with minor and major power outages, coordinating with line crew to open and close breakers and swing loads from one circuit to another to reestablish power.
- Maintains logs and records of activities for area of responsibility and prepares routine reports as required.



The City of Dover
SUBSTATION TECHNICIAN I
Pay Grade: 22

- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electricity or electronics theory.
- Requires valid Delaware Driver's License.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform



The City of Dover
SUBSTATION TECHNICIAN I
Pay Grade: 22

the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SYSTEM OPERATOR CREW LEADER
Pay Grade: 28

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The System Operator Crew Leader position is to monitor the public works and electric SCADA system operations and transmit and receive messages relating to same. The position is responsible for collection of data, scheduling, record keeping, telephone and radio communications, and dispatching assistance/repair crews. The position works under general supervision and independently developing work methods and sequences.

Essential Duties and Responsibilities

- Monitors/operates the Transmission and Distribution System interconnections with other electrical companies and environmental agencies.
- Monitors water wells and wastewater stations to ensure proper functioning.
- Notes disruptions or abnormal conditions in systems/equipment of responsibility and transmits information to appropriate employees both water/wastewater and electric.
- Operates radio and telephone in the sending and receipt of messages; records all calls/transmissions received.
- Receives complaint calls from customers; prepares work orders and/or dispatches appropriate workers to resolve problems.
- Coordinates accounting of electric system with major energy company; coordinates emergencies, including environmental, with other agencies as required.
- Prepares equipment for sale; prepares contaminated soil and equipment for disposal. Maintains movement and safe disposal of electrical equipment and proper documentation of disposal.



The City of Dover
SYSTEM OPERATOR CREW LEADER
Pay Grade: 28

- Maintains records/logs for area of responsibility and prepares routine and special reports as required.
- Maintains records/logs for all missed utility tickets.
- Performs administrative tasks such as assisting with budgets, preparing reports, preparing bid specifications, tracking equipment usage, maintaining files, and ordering materials and supplies.
- Performs customer service, provides customers with information for the area of responsibility, and investigates and resolves problems.
- Provides training for subordinate workers; schedules, assigns, and assists with completion of tasks as required.
- Maintains required logs, records, and personnel information; prepares routine reports and submits to supervisor.
- Assist in providing information on the performance and skill level of coworkers.
- Reviews and approves switching schedules for the distribution and transmission systems.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires at least four years of experience in the System Operations environment and proven knowledge of circuit switching, switching schedule writing and data collection related to peak loads and circuit loading calculations.
- Requires job specific operator's license prescribed by the Federal Communications Commission.
- Requires four years of System Operations experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking



The City of Dover
SYSTEM OPERATOR CREW LEADER
Pay Grade: 28

- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
SYSTEM OPERATOR I
Pay Grade: 26

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The System Operator I position is to monitor the public works and electric SCADA system operations and transmit and receive messages relating to same. The position is responsible for collection of data, scheduling outages, drafting switching schedules, record keeping, telephone and radio communications, and dispatching assistance/repair crews. The position works under general supervision and independently developing work methods and sequences.

Essential Duties and Responsibilities

- Monitors/operates the Transmission and Distribution System interconnections with other electrical companies and environmental agencies.
- Monitors wastewater stations to ensure proper functioning.
- Notes disruptions or abnormal conditions in systems/equipment of responsibility and transmits information to appropriate employees both water/wastewater and electric.
- Operates radio and telephone in the sending and receipt of messages; records all calls/transmissions received.
- Receives complaint calls from customers; prepares work orders and/or dispatches appropriate workers to resolve problems.
- Coordinates accounting of electric system with major energy company; coordinates emergencies, including environmental, with other agencies as required.
- Prepares equipment for sale; prepares contaminated soil and equipment for disposal, if needed. Maintains movement and safe disposal of electrical equipment, if needed and proper documentation of disposal.



**The City of Dover
SYSTEM OPERATOR I**

Pay Grade: 26

- Maintains records/logs for area of responsibility and prepares routine and special reports as required.
- Maintains records/logs for all missed utility tickets.
- Prepares switching schedules for the distribution and transmission systems.
- All other related duties.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires associate degree or the equivalent of two years of college or specialized vocational training in power plant operations or electrical related field. Experience with dispatching or preferred.
- Requires valid Delaware Driver's License.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



The City of Dover
SYSTEM OPERATOR I
Pay Grade: 26

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
T&D ENGINEERING COORDINATOR I
Pay Grade: 15

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The T&D Engineering Coordinator I position is to perform routine and complex clerical and technical work in inventory control and in the processing of invoices for payment. Manage day to day data entry functions of inventory management system and maintain materials and parts inventory. Interact with suppliers with respect to material management, problem resolution, and processing of orders by vendors. Verifying invoices to ensure correct pricing for a variety of materials. Perform routine and complex clerical and technical work in inventory control and in the processing of invoices for payment. Manage day to day data entry functions of inventory for line work management. Compiles and maintains material and parts inventory and status information to expedite movement of material and parts.

Essential Duties and Responsibilities

- Receives shipments, checks quality and quantity of inventory items received against invoices, and reports discrepancies; unpacks and stocks materials; enters materials into database.
- Assist with ordering inventory material and fuel; communicates with vendors and customers.
- Prepare and receive all materials necessary to complete job orders for City Electric Crews and contractors.
- Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing and photocopying.
- Removes materials from and places materials into storage; maintains off-site storage locations.
- Organizes, restocks, and routinely cleans inventory storage areas.



The City of Dover
T&D ENGINEERING COORDINATOR I
Pay Grade: 15

- Reviews purchase requisitions; confers with vendors to obtain product or service information such as price; availability, or delivery schedule.
- Conduct rubber goods testing, tracking and distribution.
- Assist with spacing out and ordering new or replacement equipment.
- Compare cut sheets to ensure alternate products meet the specifications of products currently in use.
- Coordinates between T&D and Engineering on project start dates.
- Interact with internal customers and suppliers with respect to materials management, problem resolution, and process improvement.
- Maintain a variety specification for material, supply, and equipment listings.
- Check invoices to ensure the correct price. Prepare invoices for payment.
- Participate in daily physical inventory.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.
- Perform other duties as assigned.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED and the equivalent of one year of college or specialized vocational training in inventory control, business, accounting, or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking



The City of Dover
T&D ENGINEERING COORDINATOR I
Pay Grade: 15

- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
T&D ENGINEERING COORDINATOR III
Pay Grade: 20

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The T&D Engineering Coordinator position is to perform routine and complex clerical and technical work in inventory control. Manage day to day data entry functions of inventory management system and maintain materials and parts inventory. Interact with suppliers with respect to material management, problem resolution, and processing of orders by vendors. Verifying invoices to ensure correct pricing for a variety of materials. Perform routine and complex clerical and technical work in inventory control and in the processing of invoices for payment. Manage day to day data entry functions of inventory for line work management. Compiles and maintains material and parts inventory and status information to expedite movement of material and parts.

Essential Duties and Responsibilities

- Receives shipments, checks quality and quantity of inventory items received against invoices, and reports discrepancies; unpacks and stocks materials; enters materials into database.
- Assist with ordering inventory material and fuel; communicates with vendors and customers.
- Prepare and receive all materials necessary to complete job orders for City Electric Crews and contractors.
- Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing and photocopying.
- Removes materials from and places materials into storage; maintains off-site storage locations.
- Organizes, restocks, and routinely cleans inventory storage areas.
- When an individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.



The City of Dover
T&D ENGINEERING COORDINATOR III
Pay Grade: 20

- Reviews purchase requisitions; confers with vendors to obtain product or service information such as price; availability, or delivery schedule.
- Coordinates between T&D and Engineering on project start dates.
- Interact with internal customers and suppliers with respect to materials management, problem resolution, and process improvement.
- Maintain a variety specification for material, supply, and equipment listings.
- Check invoices to ensure the correct price. Prepare invoices for payment.
- Participate in daily physical inventory.
- Perform other duties as assigned.

Required Skills, Knowledge, and Abilities

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Education and Experience

- Requires high school diploma or GED and the equivalent of one year of college or specialized vocational training in inventory control, business, accounting, or a closely related field.
- Requires a valid Delaware Driver's License.
- Requires four years of coordinator experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.



The City of Dover
T&D ENGINEERING COORDINATOR III
Pay Grade: 20

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



**The City of Dover
UTILITY LOCATOR I
Pay Grade: 13**

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Utility Locator I position is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.
- Reads and interprets engineering plans to facilitate completion of tasks.
- Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.
- Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.
- Completes and documents work orders; prepares routine reports for area of responsibility as required.
- Locates and marks underground utility lines as requested.
- Attends staff and other professional meetings to exchange information.

Required Skills, Knowledge, and Abilities



The City of Dover
UTILITY LOCATOR I
Pay Grade: 13

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Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Driver's License. Commercial Driver's License preferred.
- Requires one year of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____



The City of Dover
UTILITY LOCATOR II
Pay Grade: 14

Employment Status: Full-time	Department: Electric
FLSA: Non-Exempt	Supervisory Responsibility:
Direct Supervisor:	Preparation Date: 10/12/2023

Job Overview

The Utility Locator II position is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

Essential Duties and Responsibilities

- Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.
- Reads and interprets engineering plans to facilitate completion of tasks.
- Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.
- Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.
- Completes and documents work orders; prepares routine reports for area of responsibility as required.
- Locates and marks private underground utility lines as requested.
- Attends staff and other professional meetings to exchange information.
- Assists other Locators as required.

Required Skills, Knowledge, and Abilities



The City of Dover
UTILITY LOCATOR II
Pay Grade: 14

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Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in map reading, geology, or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.

Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.

Employee Signature: _____

Date: _____