

CITY OF DOVER
IBEW WAGE/PROGRESSION SCALE WITH JOB
DESCRIPTIONS
JULY 1, 2019 - JUNE 30, 2020

	Grade		Step 1 (A)	Step 2 (B)	Step 3 (C)	Step 4 (D)	Step 5 (E)
<u>Electrician</u>							
Electrician I	18	12 mo	\$27.46	\$28.36	\$29.42	\$30.23	\$31.08
Electrician II	20	Until Licensed	\$29.80	\$30.79	\$31.94	\$32.83	\$33.76
Licensed Electrician	21	Thereafter	\$31.12	\$32.11	\$33.33	\$34.27	\$35.25
<u>Utility Locator</u>							
Utility Locator I	13	24 mo	\$22.46	\$23.18	\$24.04	\$24.69	\$25.38
Utility Locator II	14	24 mo	\$23.40	\$24.15	\$25.04	\$25.74	\$26.46
Utility Locator III	15	Thereafter	\$24.33	\$25.12	\$26.05	\$26.77	\$27.52
<u>Electric Meter Technician</u>							
Electric Meter Technician I	16	Thereafter	\$25.29	\$26.10	\$27.07	\$27.83	\$28.60
Electric Meter Technician II	19	Thereafter	\$28.58	\$29.51	\$30.61	\$31.49	\$32.37
Electric Meter Technician Crew Leader	20		\$29.80	\$30.79	\$31.94	\$32.83	\$33.76
<u>Relay Technician</u>							
Substation Technician I	18	12 mo	\$27.46	\$28.36	\$29.42	\$30.23	\$31.08
Substation Technician II	19	Thereafter	\$28.58	\$29.51	\$30.61	\$31.49	\$32.37
Substation Technician Crew leader	20		\$29.80	\$30.79	\$31.94	\$32.83	\$33.76
<u>Engineering Fieldman</u>							
Engineering Fieldman I	21	12 mo	\$31.12	\$32.11	\$33.33	\$34.27	\$35.25
Engineering Fieldman II	22	Thereafter	\$32.54	\$33.61	\$34.88	\$35.87	\$36.88
Engineering Fieldman Crew Leader	23		\$34.03	\$35.15	\$36.48	\$37.52	\$38.59
<u>System Operator</u>							
System Operator I	22	12 mo	\$32.54	\$33.61	\$34.88	\$35.87	\$36.88
System Operator II	23	Thereafter	\$34.03	\$35.15	\$36.48	\$37.52	\$38.59
System Operator Crew Leader	24		\$35.51	\$36.69	\$38.08	\$39.17	\$40.28
<u>T&D Engineering Coordinator</u>							
T&D Engineering I	14	24 mo	\$23.40	\$24.15	\$25.04	\$25.74	\$26.46
T&D Engineering II	15	24 mo	\$24.33	\$25.12	\$26.05	\$26.77	\$27.52
T&D Engineering III	16	Thereafter	\$25.29	\$26.10	\$27.07	\$27.83	\$28.60
<u>Electric Draftsman</u>							
Electric Draftsman I	17	24 mo	\$26.33	\$27.18	\$28.20	\$28.99	\$29.81
Electric Draftsman II	18	until qualified	\$27.46	\$28.36	\$29.42	\$30.23	\$31.08
Electric Draftsman III	19	Thereafter	\$28.58	\$29.51	\$30.61	\$31.49	\$32.37
<u>SCADA Technician</u>							
SCADA Technician I	20	24 mo	\$29.80	\$30.79	\$31.94	\$32.83	\$33.76
SCADA TechnicianII	21	until qualified	\$31.12	\$32.11	\$33.33	\$34.27	\$35.25
SCADA Technician III	22	Thereafter	\$32.54	\$33.61	\$34.88	\$35.87	\$36.88
<u>Lineman</u>							
Groundswoker I	10	12 mo	\$20.00	\$20.64	\$21.39	\$21.98	\$22.58
Groundswoker II	14	Thereafter	\$23.40	\$24.15	\$25.04	\$25.74	\$26.46
Lineman 3rd Class I	17	12 mo	\$26.33	\$27.18	\$28.20	\$28.99	\$29.81
Lineman 3rd Class II	18	Thereafter	\$27.46	\$28.36	\$29.42	\$30.23	\$31.08
Lineman 2nd Class I	20	12 mo	\$29.80	\$30.79	\$31.94	\$32.83	\$33.76
Lineman 2nd Class II	21	Thereafter	\$31.12	\$32.11	\$33.33	\$34.27	\$35.25
Lineman 1st Class I	23	12 mo	\$34.03	\$35.15	\$36.48	\$37.52	\$38.59
Lineman 1st Class II	24	Thereafter	\$35.51	\$36.69	\$38.08	\$39.17	\$40.28
Lineworker Crew Leader	25	Thereafter	\$37.86	\$39.13	\$40.62	\$41.80	\$42.98

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ELECTRICIAN

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instructor assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as hydraulic tools, welders, trucks, compressor, or backhoe.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Driver's License and State of Delaware Master Electrician License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 100 pounds of force on a frequent basis, and exceptional dexterity and skill in operating machinery and tools.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated 11/05/2007 CDL KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: UTILITY LOCATOR I

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic locating equipment, back hoe, or trucks.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the locating of utilities of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents or use basic algebra or geometry.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License. Commercial Driver's License preferred.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 50 pounds of force on a regular basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, traffic, animals/wildlife, or electrical shock.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: UTILITY LOCATOR II

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic locating equipment, back hoe, or trucks.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the locating of utilities of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents or use basic algebra or geometry.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, traffic, animals/wildlife, or electrical shock.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ELECTRIC METER TECHNICIAN I

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

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.

Delivers Council packets and City Manager's letters.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information. Follows instructions and orders of supervisor, interacts with customers to exchange information, and gives information and assistance to others to facilitate task accomplishment.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vans, meter testing equipment, computers, or computerized test bench.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, and supplies.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health, and City of Dover ordinances.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar. Requires the ability to communicate quickly and accurately with supervisor and co-workers.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving set procedures/rules with occasional problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory or electronics.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery or tools. Includes the hard downward pulling and pushing overhead to a height of over six feet, continual climbing in and out of vehicles and occasional heavy lifting.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, electrical shock, traffic, and animals/wildlife.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ELECTRIC METER TECHNICIAN II

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization involves direction and responsibility 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct, or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vans, meter testing equipment, computers, or computerized test bench, electric meters, recorders, power analyzers, voltage recorders and amp recorders.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, and supplies.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages, harmonics, phase angles, and vectors.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; drawings and layout work, composes routine reports and completes job forms; speaks compound sentences using standard grammar, communicates clearly and concisely with fellow workers and supervisors.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention continuous, close attention and concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens. Decisions could result in injury, death, damage to city property or property of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory or electronics.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery or tools. Requires downward pulling and upward pushing, bending and reaching to a height of six feet or more, and occasional heavier lifting.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, electrical shock, traffic, heights and animals/wildlife.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Job Description does not exist for this position.

TITLE: ELECTRIC METER TECHNICIAN CREW LEADER

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SUBSTATION TECHNICIAN

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as backhoe, bucket truck, trencher, oil tester, or voltmeter.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electricity or electronics theory.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery or tools.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, toxic or caustic chemicals, and explosives.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/16/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SUBSTATION TECHNICIAN CREW LEADER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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

Maintains required logs, records, and personnel information; prepares routine reports and submits to supervisor.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct, or assign duties to coworkers.

Assist in providing information on the performance and skill level of coworkers

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as backhoe, bucket truck, trencher, oil tester, or voltmeter.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electricity or electronics theory.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of Substation Technician experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery or tools.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, toxic or caustic chemicals, and explosives.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Created during 2007 negotiations

**CITY OF DOVER
POSITION DESCRIPTION**

**TITLE: ENGINEERING FIELDMAN
FLSA: Non-Exempt**

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ENGINEERING FIELD WORKER

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as construction or electrical equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management and/or handling of very large amounts of money related to electric projects.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or specialized vocational training in computers, drafting, surveying, civil engineering, or a closely related field.

ENGINEERING FIELD WORKER

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking much of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, traffic, animals/wildlife, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ENGINEERING FIELD CREW LEADER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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 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.

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as construction or electrical equipment.

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, software used for programming custom applications, or the application of other complex software or systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management and/or handling of very large amounts of money related to electric projects.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or specialized vocational training in computers, drafting, surveying, civil engineering, or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of Engineering Field experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking much of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, traffic, animals/wildlife, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Created during 2007 negotiations

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SYSTEM OPERATOR

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

Maintains records/logs for area of responsibility and prepares routine and special reports as required. Maintains records/logs for all miss utility tickets.

Prepares switching schedules for the distribution and transmission systems.

All other related duties.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information. Proficient with Microsoft Office products preferred. (Word, Excel and Outlook)

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

SYSTEM OPERATOR

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and software programs such as word processing, spreadsheets, or custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of very high value equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization and affects citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's 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.

SYSTEM OPERATOR

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Valid Driver's License

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/19/10 Added additional education requirements KDH

4/10/15

4/8/21 Added primary duties, updated general description, and added education requirements. LW

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SYSTEM OPERATOR CREW LEADER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

Maintains records/logs for area of responsibility and prepares routine and special reports as required. Maintains records/logs for all miss 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

SYSTEM OPERATOR CREW LEADER

Reviews and approves switching schedules for the distribution and transmission systems.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and software programs such as word processing, spreadsheets, or custom applications.

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, software used for programming custom applications, or the application of other complex software or systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of very high value equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

SYSTEM OPERATOR CREW LEADER

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization and affects citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires job specific operator's license prescribed by the Federal Communications Commission.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four year of System Operations experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

SYSTEM OPERATOR CREW LEADER

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Created during 2007 negotiations

4/8/21 Updated primary duties and education requirements. LW

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: T&D and Engineering Coordinator

FLSA: Non-Exempt

GENERAL DESCRIPTION:

The essential function of this position within the organization 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.

PRIMARY DUTIES:

Receives shipments, checking quality and quantity of inventory items received against invoices, and reporting 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, filling, faxing and photocopying.

Removes materials from and places materials into storage; maintains off-site storage locations

Organizes, restocks, and routinely cleans inventory storage areas.

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 correct price. Prepare invoices for payment.

Participate in daily physical inventory.

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

Perform other duties as assigned.

DATA RESPONSIBILITY:

Copies, transcribes, enters, or posts data or information. Assist in the preparation of monthly reports. Collect and analyze vendor support data. Must be computer literate with the ability to learn new programs.

PEOPLE RESPONSIBILITY:

Requires frequent contact with internal customers and external vendors. Must possess verbal skills necessary to relate specifics of a problem and document resolution.

INVOLVEMENT WITH THINGS:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as forklift, vehicle, computer, fax, or copier.

ASSETS RESPONSIBILITY:

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management and handling of equipment and materials of high value.

SAFETY OF OTHERS:

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety.

MATHEMATICAL REQUIREMENTS:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS:

Reads technical instructions, electrical prints, charts, and/or procedures manuals; composes routine reports, letters, and email; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK:

Performs coordinating work involving guidelines and rules with frequent problem solving; requires continuous, close attention for accurate results; frequent exposure to unusual pressure.

IMPACT OF DECISIONS:

Makes decisions with intermediate impact – may affect work schedules of city departments

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS:

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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Requires a valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS:

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires light to medium work involving occasional standing or walking, exerting 20 to 50 pounds of force.

UNAVOIDABLE HAZARDS:

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: DRAFTSPERSON

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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, man holes, 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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, maintains and coordinates data or information and operates field equipment to match graphical locations

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, or software used for programming custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment and supplies.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, plane and solid, rectangular coordinates, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a associates degree in general engineering technology.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires certification in CAD applications.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, and skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office machines.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: DRAFTSPERSON III

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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, man holes, 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.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, maintains and coordinates data or information and operates field equipment to match graphical locations

Maintains required logs, records, and personnel information; prepares routine reports and submits to coworkers.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, or software used for programming custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment and supplies.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, plane and solid, rectangular coordinates, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a associates 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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires certification in CAD applications.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of drafting/GIS experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, and skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office machines.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Created during 2007 negotiations

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SCADA TECHNICIAN

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vehicle, voltmeter, ammeter, computers, or hand tools.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or vocational school education in electricity and advanced electronics.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet or humid conditions, bright or dim lights, dust or pollen, intense noise levels, electrical shock, heights, traffic, and radiation.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SCADA TECHNICIAN III

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

Provide and operate a windows based network system

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vehicle, voltmeter, ammeter, computers, or hand tools.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's 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

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years as SCADA Technician experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet or humid conditions, bright or dim lights, dust or pollen, intense noise levels, electrical shock, heights, traffic, and radiation.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Created during 2007 negotiations

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ELECTRICAL GROUNDSWORKER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide assistance to lineworkers and tree trimmers working near electrical lines. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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 lineworkers 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.

Attends training sessions as directed.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket truck, backhoe, chipper, chainsaw, or hydraulic drill.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials and supplies.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads simple sentences, instructions, or work orders; writes simple sentences; speaks simple sentences using basic grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/16/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LINEMAN 3RD CLASS

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket truck, backhoe, digger truck, or trencher.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License. CPR certification.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and up to 100 pounds on an occasional basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/16/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LINEWORKER 2ND CLASS

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket truck, backhoe, digger truck, or trencher.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical theory.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License. CPR certification

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and up to 100 pounds on an occasional basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/16/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LINEWORKER 1ST CLASS

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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 lineworkers 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.

Interacts with the general 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 individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to other departmental personnel.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket truck, backhoe, front-end loader, crane, or trencher.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management or handling of equipment and materials of very high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

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.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and up to 100 pounds on an occasional basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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7/16/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LINEWORKER CREW LEADER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization 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.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

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 lineworkers; 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.

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

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view; instructs or assigns duties to other departmental personnel.

Assist with the development and evaluating of underclass employees.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket truck, backhoe, front-end loader, trencher, wire puller, hydraulic tools, or electrical test equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management and handling of equipment and materials of very high value.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or vocational school education in electrical theory or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License, State of Delaware Journeyman Lineman certification, and Bucket Truck, Pole Top Rescue, and CPR certification.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and up to 100 pounds on an occasional basis.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*7/16/04 general purpose vehicle for commuting KDH
Updated during 2007 negotiations*