

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

5-21-82

3873

## ELECTRIC DISTRIBUTION MECHANIC SUPERVISOR

Summary of Duties: Supervise a crew performing skilled mechanical and electrical work in connection with the construction, maintenance and repair of overhead and underground electric power transmission, subtransmission and distribution lines, cable and equipment; or develops specifications on pole and transformer locations, conductor size, and materials to be installed or removed on proposed service extensions and improvements; and does related work.

Distinguishing Features: An Electric Distribution Mechanic Supervisor is normally a first-level supervisor over a crew composed of journey level electrical workers, helpers, trainees and/or other field personnel. The primary responsibility of an employee of this class is to insure that the work performed by the crew is done efficiently in accordance with prescribed standards, plans and specifications, and that safety rules and precautions are observed. This will require that an incumbent in this class be able to plan and layout the work ahead of time, and to arrange for the availability of materials, equipment and personnel.

An Electric Distribution Mechanic Supervisor may be assigned to a specialized function of pole line specification. Although this assignment may not involve supervising others, it does require the same knowledges, abilities and skills related to distribution construction practices, materials and equipment as other supervisor positions.

Assignments are normally received in the form of plans, specifications, or orders which specify the work to be done and the work is usually checked upon completion.

Examples of Duties: Supervises a crew engaged in the construction, maintenance and repair of overhead and underground electric power transmission, subtransmission and distribution lines, cables and equipment; pre-plans field assignments to insure that materials and equipment are available; observe field operations to determine if proper safety precautions are being followed;

Lays out, supervises and inspects the work of a crew engaged in setting and removing poles, stringing and removing wires, hanging transformers, installing overhead street lights, patrolling and maintaining ornamental street lights, running services and

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connecting meters and changing overhead lines to new voltages; supervises a crew in the patrol, inspection, maintenance, and repair of a section of the transmission system; reports abnormal weather conditions; sees that the equipment is kept clean and in good repair;

Makes field investigations of proposed extensions and improvements to overhead distribution facilities; writes detailed construction specifications and indicates pole size and spacing, transformer location, size of conductors, and materials to be installed or removed; confers with representatives of other utilities regarding the type and location of new joint poles; contacts the public regarding requests for moving or removing poles; may be assigned as assistant supervisor of the Specifications Unit;

Lays out, supervises, and inspects the work of a crew engaged in pulling underground high and low voltage power cable through duct lines, between manholes and vaults, installing conduit risers on power poles, and pulling cable from manholes or vaults up power poles; supervises the placing and removing of underground distribution transformers, junction boxes, automatic transfer switches, oil circuit breakers, cutouts, and other auxiliary equipment in vaults; supervises the pulling, connecting, and energizing of underground lead or synthetic insulated cable for commercial and residential services; on trouble call assignments, supervises the pulling of cable of any voltage from duct lines for repair or replacement; directs the locating and diagnosing of trouble on customers' secondary lines and the making of repairs; supervises the installing, removing, and changing of 4800 volt and 34.5 kilovolt circuit cables in receiving and distributing stations; supervises the installation and maintenance of 138 kilovolt oil filled lead covered cables and 230 kilovolt high pressure, pipe-type cables; may occasionally direct deep-sea divers, operators of large derricks, and other employees engaged in the raising, repairing, replacing, and lowering of submarine cables;

Contacts customers to arrange schedules for outages in service for installations and repairs or to resolve customer complaints; reviews and interprets plans and wiring diagrams and instructs subordinates in their use; makes sketches; makes certain that proper line clearances are secured when crew is working on energized equipment; prepares material requisitions; prepares and reviews reports of time worked, transportation equipment used, and work progress; drives a vehicle as an incidental assignment; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles of electricity as related to electric power transmission, subtransmission and distribution systems; a good knowledge of the hazards relating to working on or near energized power lines,

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cables or equipment, and the applicable safety precautions, devices used, and first-aid practices; a good knowledge of the methods, tools, equipment and hardware used in overhead line work and underground cable work; a good knowledge of the types, sources, and remedies of line and cable trouble; a good knowledge of rigging and types of knots commonly used in lifting, supporting, and moving cables, lines and electric equipment; a good knowledge of procedures, standards, and various types of plans and specifications related to overhead and underground electrical construction; a working knowledge of the provisions of State laws and department standards and regulations regarding overhead and underground construction and clearances; a working knowledge of laws and regulations relating to affirmative action and equal employment opportunities; a general knowledge of procedures and practices employed in pole spotting activities and joint poles; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to supervise a crew engaged in underground and overhead electrical construction and maintenance work; the ability to read, prepare and interpret plans and specifications for overhead and underground circuits and to prepare sketches of such circuits; the ability to keep records and prepare or direct the preparation of reports; the ability to understand and follow written and oral instructions; the ability to plan for, and make the most effective use of materials, equipment and personnel; the ability to deal tactfully and effectively with employees, customers, contractors, and representatives of other utilities; and the ability to train subordinates in the necessity for safety precautions and in the use of first aid practices.

Four years of experience as a journey-level Electric Distribution Mechanic, power line mechanic, line patrol mechanic, power cable splicer, or senior cable splicer or any combination thereof is required for Electric Distribution Mechanic Supervisor.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good hearing and speaking ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of some positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.