

UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR (3814)

TASK LIST – 2023

1. Determines the manpower, equipment, and construction materials (such as timbers, concrete, and tools) by reviewing assignment and blueprints given by senior supervisor in order to plan work of assigned crew.
2. Supervises a crew of Underground Distribution Construction Mechanics and other employees at the worksite engaged in the construction and maintenance of an underground electrical conduit system by organizing, assigning, controlling, and reviewing work such as breaking pavement; excavating, cribbing, shoring, bracing and grading trenches; laying, connecting, and sealing duct; pouring concrete; backfilling and compacting trenches; and laying temporary pavement in order to ensure the effective and safe completion of assignments.
3. Coordinates work with outside contractors, outside agencies including other utility companies, Senior Underground Distribution Construction Supervisors, and other City departments as needed in order to prevent department crews from damaging natural gas lines, water mains, storm drains, and other utility systems; and set up barriers and delineators to control traffic for applicable work assignments.
4. Understands and interprets traffic plans as well as the WATCH manual in order to control traffic for applicable work assignments.
5. Coordinates work with outside contractors, outside agencies including other utility companies, Senior Underground Distribution Construction Supervisors, and other City departments as needed to coordinate and facilitate the scheduling and performance of the Underground Distribution crew's work to be performed by USA DigAlert in order to prevent damage to and/or interference with substructures in line with excavations; and provide information for permanent pavement to be laid over completed excavation work.
6. Directs the work of contracted equipment and personnel engaged in building and maintaining electrical conduit systems in order to ensure compliance with specifications.
7. Supervises the storing and inventorying of tools and equipment used in underground construction and maintenance work in order to ensure tool and equipment availability.
8. Confers with Senior Underground Distribution Construction Supervisors and/or design engineers when projects cannot be completed as originally designed to discuss alternative methods or deviations from plans in order to facilitate the practical, economical, and publicly acceptable completion of the work.
9. Prepares "as built" drawings in order to illustrate and document how projects were actually completed as opposed to original planning.

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10. Prepares written daily crew assignment form to document hours worked, percent of project section or assignment completed, description of job progress, and equipment and transportation charges in order to create documentation of crew's work assignments and progress.
11. Prepares written accident reports detailing damage to equipment; damage to the property or substructure of other utilities; damage to private property; and/or personal injury in order to capture all information and facts and to ensure that any damaged tools or equipment are tagged and removed from service and that crews are trained to prevent accidents and damage in the future.
12. Supervises the training of crew members on the job in order to ensure correct, efficient, and safe work performance.
13. Supervises the laying out of work for excavation and construction based off of drawings, plans, and survey marking at the jobsite, by measuring and marking dimensions and noting and marking obstructions in order to document changes to the original plan.
14. Directs crew in the use of locating devices when drawings are not precise enough or when otherwise necessary in order to determine the routes and location of cable or conduit.
15. Contacts customers and occupants or property affected by street excavation in order to give notice of obstruction of partial obstruction of driveways and sidewalks and arrange for suitable access while street work is being performed
16. Contacts load dispatchers, trouble dispatchers, and line patrolmen to engage in work authority with energized power lines in the vicinity of work sites of underground construction crews in order to ensure the safety of crews.
17. Directly supervises crews removing concrete from a concrete envelope containing lines which cannot be de-energized while keeping in constant contact with the load dispatcher via radio and/or landline in order to ensure that crews do not accidentally contact these energized power lines causing serious injury and power outages.
18. Develops and supports employees by assisting employees in preparation for promotion; discussing training opportunities and areas; listening to employee grievances, handling disputes fairly and objectively; counsels and provides discipline as necessary; and fairly and accurately evaluates employees, in order to apply Equal Employment Opportunity (EEO) principles.
19. Supervises and evaluates employee performance by reviewing work and monitoring attendance in order to ensure timely completion of work consistent with departmental standards.

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20. Conducts and participates in safety meetings with crews in order to review and update safety practices and procedures.
21. Operates computers to record daily time sheets for crew, document job comments, check material use and order materials, and communicate by email in order to document and provide information.