



Assistant Line Superintendent

Department: Operations
Reports to: Line Superintendent
FLSA Classification: Exempt
Directly Supervises: Tree and Line Crews
Salary Range: \$123,000-\$142,000
Date: April 16, 2024

Job Statement

Directs the daily operation of the Tree Crew and assists with the daily supervision of Line Crews in each service area.

Essential Functions

1. Coordinates communications between Engineering and Operations personnel and office personnel in conjunction with the Line Superintendent, System Engineering Manager, and Chief Operating Officer.
2. Monitors construction and maintenance of distribution and transmission lines in accordance with established standards, including contractor work.
3. Reviews outage reports for trends.
4. Helps maintain safety by visiting job sites, to ensure safety rules are followed.
5. May ask employees questions regarding work practices during a job site visit. Will stop work when it is observed that an employee is at risk of an injury.
6. Works with Safety Manager and Line Superintendent to ensure crews have necessary tools and equipment.
7. Works with other Departments to conduct physical fleet and building inspections to ensure safe operations.
8. Performs tool, hard hat, climbing tools, safety strap, and bucket harness inspections.
9. Plans, maintains, and performs bucket truck and hurt-man tree rescue trainings.
10. Manages and supervises the fulfillment of work orders and service orders, including the coordination and allocation of tasks to the line crews.
11. Develops and reviews switching procedures as needed.
12. Assists with job training, safety programs, and regulatory compliance.

13. Assists with the right-of-way management program.
14. Assists with the management of Association facilities.
15. Coordinates tree trimming program and member contact.
16. Coordinates maintenance program, scheduling, and prioritizes projects.
17. Listens to concerns and suggestions from crews for continuous improvement of safety, operations, and uniformity between service areas.
18. Provides support to Line and Tree Trimmer Foreman and Crew members.
19. Facilitates regular departmental meetings to identify operations challenges, diverse viewpoints, and essential needs, then develops effective strategies to address them.
20. Specifies vehicles for crews to use in their daily jobs as required.
21. Makes sure scheduled maintenance and testing is performed on equipment.
22. Stays knowledgeable of current trends in tools and equipment used to work safely, and to safely and effectively maintain the system plant.
23. Helps develop work plans for system maintenance and improvement.
24. Develops apprentices as necessary for succession planning.
25. Assists in annual budget planning.
26. Maintains member relations with area foremen to resolve Member complaints regarding ROW clearing, continuity of electric service, and actions of field personnel.
27. Assists in restoration efforts during major outages.
28. Acts as a point-of-communications for field work contractors.
29. Reviews line crew and tree crew timesheets for accuracy.
30. Works to foster excellent team and member relations; attends and participates in department and company meetings regularly.
31. Performs all duties and responsibilities under applicable safety, health, environmental, and other regulatory policies and procedures.
32. Initiates, negotiates, resolves conflicts and settles disagreements in regard to easements, leases, permits and fees.
33. Plans, assists, and coordinates with engineering and operations management concerning right-of-way issues.
34. Supports and contributes to job training, safety, and loss control programs.

Minimum Job Specifications

Education/Experience

High school diploma or equivalent is required
Journeyman Lineman DOL Certificate required
10 years as a journeyman line worker preferred
Associates degree in related field preferred
Related experience, education, or training equivalent may be accepted at the discretion of the Association.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending, climbing, kneeling, and reaching
2. Medium work requiring exertion up to 50 pounds of force occasionally and up to 20 pounds of force more frequently.
3. Lifting and carrying 10 to 50 pounds occasionally.
4. Requires finger dexterity, good vision and hearing.
5. Required to speak English clearly.
6. On a daily basis, requires attention to detail; the ability to read, write, and perform basic math.
7. Travel by company vehicle is required.
8. Occasional travel by commercial means is required.
9. Office equipment used frequently includes personal computers, related software, copier, printers, and fax machines.
10. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees.
11. Use and knowledge of safety equipment required and provided.

Certificates/Licenses

Must have valid Colorado driver's license
Must be able to obtain and maintain CDL license
Ability to obtain professional certifications as required by the Association

Other Necessary Qualities

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity

6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability
10. Self Confidence
11. Punctual work attendance
12. Professional appearance and demeanor
13. Ability to manage through people

Equal Employment Opportunity Statement

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.