

Daviess-Martin County REMC

A Touchstone Energy® Cooperative 

POSITION DESCRIPTION

Position Title: Line Superintendent

Department: Operations

POSITION PURPOSE: Oversees and coordinates the construction activities required to ensure the safe, reliable, and efficient operation of the electric distribution system to meet the needs of the membership. Maintains and communicates work schedules to accomplish new construction and maintenance projects in a timely manner. Provides instruction, reviews, coaching, and oversight of construction crews to ensure overhead and underground distribution lines are built to high standards. Provides employees with job training, equipment, and well-maintained tools that provide them a safe work environment. Creates and maintains switching procedures and logs. Coordinates the acquisition and maintenance of fleet vehicles. Utilizes independent judgment to make interpretations of policies, regulatory requirements, and standards. Performs after-hours supervisory duties on a regular basis. The person in this position shall be a strong leader that can elevate the department's performance regarding safety and reliability.

REPORTS TO: Director of Operations

POSITIONS REPORTING TO THIS POSITION: Foreman positions, Journeyman Lineman positions, Apprentice positions, Groundman positions

ESSENTIAL DUTIES:

Supervises and directs the work of personnel assigned to construction, operation, and maintenance activities.

Ensure employee productivity and efficiency expectations are achieved through proper scheduling, planning and monitoring.

Ensure work is completed according to state and federal safety requirements and industry and company policies, standards and practices; that all employees are observing safety rules, using proper personal protection equipment, trench shoring and traffic controls are set up as needed; and that employees are courteous and professional toward each other, customers and the public. Individual shall be responsible for becoming knowledgeable of OSHA regulations and maintain company compliance with such applicable regulations.

Ensure proper handling and storage of all chemicals, and that employees exposed or working with hazardous chemicals are aware of their rights provided by federal and state laws, and that any spill or overexposure conditions are immediately reported and corrective actions are taken.

Maintain compliance with all state and federal regulations in regards to PCB disposal and oil containment

Maintain quality through periodic inspections of contractor and crew activities to assure compliance to established standards and practices, safety policies and regulatory requirements. Crew observations shall be performed on a weekly basis for all company crews and pertinent information reviewed with the crews. Observations shall be documented and the information utilized to determine training requirements and an individual's level of expertise.

Coordinate and direct the preventive and predictive maintenance schedule of Company equipment, tools and vehicles, including efficiency tests, repair, and dielectric tests on rubber goods, booms, and other similar equipment in accordance with regulatory requirements and industry standards and practices. Activities include oil sampling, meter, infrared and pole testing. Establish a procedure to checkout such items to company crews.

Provide technical assistance with field operations, respond to customer inquiries on power quality, work with crews trouble shooting customer or system problems. Eliminate customer complaints generated within the operations department.

Maintain a log of operating activity and develop and maintain written lock-out/tag-out procedures, switching orders, and ensure that all changes in equipment or line operation are properly noted on records and information is provided to duty supervisors and employees that may be working on the equipment or line.

Evaluate employee performance and training requirements, complete counseling and disciplinary actions, prepare and give performance appraisals and create a participative management environment by developing a well-trained team of employees who are motivated and service oriented.

Ensure Company standards and specifications for construction, maintenance, and operations are complied with, and that all employees are trained (and certified when needed) to complete the work being performed.

Supervise the updating and maintaining of all operational files. Supervise the implementation of the work scheduling system. Calendar should include routine work such as truck inspections, training dates, and replacement of rubber goods.

Perform after-hour duty supervisor responsibilities including directing crews and assembling resources for emergency restoration and repairs.

Supervise over formal training for any apprentices and evaluate progress

Provide training for duty supervisors and crew members on a regular basis. Provide one documented safety meeting per week with company crews. Participate with Safety Committee meetings and activities.

Manage controlled company inventory of tools, equipment and personal protective equipment (such as gloves, safety glasses, etc.).

Supervise over job workflow system in operations. Ensure timely scheduling and accurate tracking of capital and maintenance jobs.

Becomes proficient in all desktop and mobile Operations-related software including, Microsoft Office, Microsoft Outlook, map viewer, staking software, outage management system, AMI dashboard, CIS and ABS platforms, and other software provided by the company to assist in the safe and reliable operation of the distribution system.

All other duties assigned.

QUALIFICATIONS

Demonstrable, relevant, and extensive experience in electric utility operations and/or construction is required. Previous leadership experience in electric line work is highly preferred.

Must be high school graduate, or satisfactorily completed the General Education Degree (GED) or have equivalent combination of education. Journeyman lineman or similar accreditation is highly preferred.

Knowledge of electric utility transmission and distribution systems, utility management and operation regulations, laws, theories and practices, and construction and maintenance practices are required.

Must be able to supervise, plan, schedule and direct complex projects.

Must establish effective working relationships with crew members, employees, contractors, internal and external customers, and management.

Must be familiar with the safe and proper operation of equipment and tools, proper storage and handling of chemicals, and city, state, and federal safety rules and requirements.

Must be able to read and interpret complex plans and specifications.

Must possess strong organizational and communication skills to ensure construction, maintenance and repairs of electric utility facilities are completed by personnel in a timely and high-quality manner.

Must possess the leadership qualities to elevate the Operations Department's performance regarding safety, system reliability, and efficiency.

Must possess the ability to learn, implement, and teach the use of software provided by the company to assist in the safe and reliable operation of the distribution system.

Personal qualities of integrity, credibility, and dedication to the seven cooperative principals and the stated mission of Daviess-Martin County REMC.

Must be willing to work extended hours, respond to emergencies on short notice, and participate in the after-hours supervisor rotation.

Must live within a reasonable distance from Daviess-Martin County REMC's headquarters.

Must have a valid driver's license.

To apply for this position, please print and complete the attached application. Completed application, resume and three (3) references should be emailed to: tshowalter@dmremc.com .

Daviess-Martin County REMC

Your Touchstone Energy® Cooperative



PO Box 430 12628 E 75 N Loogootee, IN 47553
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www.dmremc.com

Application for Employment

Daviess-Martin County REMC is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, veteran status or any other basis prohibited by law. Daviess-Martin County REMC will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

Position Applying for: _____ Date: _____
(Job Description given with application)

First Name: _____ Last Name: _____ Middle Initial: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ E-mail: _____

Alternate Phone Number(s): _____

Are you legally eligible to work in this country? ☐ Yes ☐ No

If you are under 18 years of age, are you able to provide the required proof of your eligibility to work? ☐ Yes ☐ No

Are you able to perform the essential functions of this position? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No License # _____ Expires: _____
If yes, is it a Commercial Driver's License (CDL)? ... ☐ Yes ☐ No

Can you travel if the position requires it? ☐ Yes ☐ No

Have you previously been employed by Daviess-Martin County REMC
or another electric cooperative? ☐ Yes ☐ No

Are you related to any Daviess-Martin County REMC employee or Director of the Board? ☐ Yes ☐ No
If yes, whom? Relationship? _____

Are you currently employed? ☐ Yes ☐ No

Are you available to work: ☐ Full-time
☐ Part-time (please indicate times available: ☐ Mornings ☐ Afternoons)
☐ Temporary (please indicate dates available: _____ to _____)

What is the date that you are available to work? _____

What is your required salary range? _____

What is the best time to contact you? _____

EDUCATIONAL BACKGROUND*

Starting with your most recent school attended, provide the following information.

Type of Education	Name and Location	GPA	Years completed?	Major and Minor	Degree Earned
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*Resume information may be substituted.

SKILLS AND TRAINING

Computer skills (software programs, hardware, operating systems) _____

Other skills or experiences that are pertinent to the job applied for _____

PROFESSIONAL REFERENCES

Name	Title	Company	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES

Name	Address	Relationship To You	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE**

*Start with your present or last job. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or any other protected status. **Resume information may be submitted – but, may not be accepted in place of all of the information requested below.*

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

☐ Discharged

☐ Voluntary Resignation

☐ Involuntary Resignation

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

☐ Discharged

☐ Voluntary Resignation

☐ Involuntary Resignation

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

☐ Discharged

☐ Voluntary Resignation

☐ Involuntary Resignation

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above? ☐ Yes ☐ No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s). _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? ☐ Yes ☐ No If yes, please state the employer(s) and the reason(s) for the discharge or resignation. _____

APPLICANT STATEMENT

Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

- _____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or subsequent discharge.
- _____ I authorize investigation of all statements contained in this application, information supplied in my resume and/or any other information supplied either in writing or verbal as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Daviess-Martin County REMC decides to obtain a consumer credit report, I understand that Daviess-Martin County REMC will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.
- _____ I hereby release all parties, including but not limited to Daviess-Martin County REMC, my personal references and previous employers, and their respective officers and employees, from liability for any damages, losses or claims that may result from their furnishing information to Daviess-Martin County REMC concerning me or any action Daviess-Martin County REMC takes on the basis of such information.
- _____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United states. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.
- _____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Daviess-Martin County REMC. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Daviess-Martin County REMC has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of Daviess-Martin County REMC, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing and signed by a duly authorized representative of Daviess-Martin County REMC to be binding.
- _____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.
- _____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession or nor will I at any time reveal to the Company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.
- _____ I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Signature

Date

☐ **Checking this box certifies that I have read and understand the above Applicant Statement.**