

Job Title: Lead Equipment Operator**Job Status:** Full-Time**Department:** Electric Operations**Job Grade:** 908**Reports To:** Electric Operations Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 2/29/2024**Location:** Service Center

Position Summary

The Lead Operator is responsible for the planning and scheduling of the electric operators in electric line construction and maintenance with work performed under all types of weather, environmental, and technical situations. The Lead Equipment Operator is responsible for performing work on line construction and maintenance operations with NBU heavy equipment; work often performed in, near and around energized lines. The Lead Operator also assists all field personnel with Groundman to Apprentice 2 groundwork duties up to 300 volts.

Essential Duties & Responsibilities

PLANNING AND SCHEDULING OF ELECTRIC OPERATORS

- Planning and scheduling of operators
- Ensure that all crew members adhere to personal protective equipment guidelines
- Ensure that safety procedures and policies are followed
- Ability to recognize and discern potential safety hazards for all personnel and the public
- Mentor crew members and assist with performance evaluations as requested
- Responsible for accurate and timely documentation of personnel issues, safety incidents and customer
- Demonstrate the ability to use technology such as Cityworks, M-Care, OnBase, EZ labor and other NBU programs relevant to - Electric Operations
- Ability to resolve conflict in a timely and respectful manner
- Monitor and manage crew arrival and departure times

EQUIPMENT OPERATION

- Operate heavy equipment with a superior manipulative ability in, near or around energized electric lines
- Operate pressure digger trucks and digger derricks in, near and around underground utilities
- Recognize potentially dangerous situations when digging holes or setting poles being observant of leaks, noises, and general operation of the machinery
- Ability to correctly determine appropriate auger size for the job, hole depth based on soil conditions, conductor size and pole height
- Operation of Overhead puller stringing equipment
- Operation of Underground pulling equipment Duct Dawg
- Operation of Pothole Machine for locating other utilities and construction

CONSTRUCTION

- Ability to read, interpret and understand job designs and drawings
- Ability to recognize other utilities and locate marks
- Ability to set poles in energized conductors
- Knowledge of equipment, materials, and framing specifications
- Knowledge of how to rig heavy loads
- Knowledge of load charts and angles with weighted; pads and distance

- Assist overhead and underground crews in scheduled and unscheduled work
- Ability to take and give direction according to job needs and safety regulations
- Assist with cleaning and stocking truck with material needed for jobs
- Fill out charge sheets
- Assist Journeymen on site
 - Set up equipment
 - Make up overhead and underground material required
 - Getting materials to Journeyman as requested
 - Watch for potential hazards
- Observe operation of equipment and other technical skills
- Work on pole grounds, framing poles, ground transformers & transformer connections
- Work on energized secondary line up to 300V
 - Make energized connection
 - Install and remove single phase meters
 - Install and connect street light connections
 - Check single phase voltage
 - Install single phase connections at transformer
- Study focus on maps and spec books
- Frame de-energized poles to specifications - Set, ground and install underground equipment
- Learn to work around heavy suspended loads and heavy equipment
- Terminate new construction on secondary and primary lines

OTHER RESPONSIBILITIES

- Perform preventative and predictive maintenance of equipment
- Accountability for materials and production of quality product in a timely manner

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Culture, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: Three Years or More

Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

- Class 'A' Commercial Driver's License within nine months of employment

Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours, is required
- Must reside within a thirty-minute response time of the NBU Service Center as measure by an internet mapping tool
- Strong mechanical aptitude & safe work habits
- Positive technical and behavioral performance history

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

- Trucks, Heavy Equipment, Machines, Tools, Pole Trailers, Pressure Diggers, 8 Ton Crane, 3 Ton Digger Derricks, Pot Hole Machines, Backhoe, Bobcat, Wire Pulling Equipment, Chain Hoist, tamp, various hand tools, trailers, transformers, wire, raising and lowering material on hand line, computer, halogen, specialized training programs

Physical Demands

Standing: Frequently

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Rarely

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Frequently

- ☒ Supplies
- ☒ Equipment
- ☐ Files

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment

- ☐ Files

Sitting: Occasionally

- ☐ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☐ For Files

Handling: Rarely

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☐ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Constantly

- ☐ Stairs
☒ Ladder
☐ Step Stool
☒ Onto Equipment

Vision: Frequently

- ☒ Reading
☒ Computer Screen
☒ Driving
☒ Observing Worksite

Foot Controls: Frequently

- ☒ Driving
☒ Operating Heavy Equipment
☐ Dictaphone

Balancing: Occasionally

- ☒ On Ladder
☒ On Equipment
☐ On Step Stool

Bending: Occasionally

Other: Click or tap here to enter text.

☐ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☒ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
☐ Retrieving Items from Lower Shelves/Ground

Crawling: Occasionally

- ☒ Under Equipment
☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
☒ Listening to Equipment

Twisting: Occasionally

- ☐ From Computer to Telephone
☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Outdoors/Field

Other: Warehouse, Shop, Vehicle

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date