



City of Milford  
Electric Line Supervisor  
Pay Grade: G12

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**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** At least 8 years of experience as an Electric Line Technician (Lineman) with at least 3 of those years as a 1st Class Line Technician (Lineman). CPR/AED/First Aid Certification. Environmental Oil Spill Training. NIMS (Homeland Security) ICS-100, FEMA IS-700 & ICS-200 training. Lineman School. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing according to City policy.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Electric Superintendent

**Supervisory Responsibility:** Small group of employees

**Primary Work Location:** In/around, and out of the city with possible exposure to extreme environments, with reporting, office duties and meetings at the Public Works facility.

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**Job Summary:** Responsible for supervising the daily activities of the City line crews; operates and repairs City lines as necessary; assists in the preparation of work orders.

The Electric Line Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Electric Line Supervisor shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the Electric Superintendent.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Plans day-to-day work schedule for City line crews.
- B. Meets with contractors and customers.
- C. Helps design small development infrastructure; makes field changes on-site as needed.
- D. Completes work orders for jobs and ordering of supplies.
- E. Coordinates small jobs with home owners and troubleshoots problems with services or other-related items.
- F. Oversees maintenance of City equipment and vehicles.
- G. Assists in creating state permits to work on state owned roads.
- H. Assists in the design overhead lines and underground lines for developments and main feeders throughout the City.
- I. Performs all phases of primary, secondary installation and maintenance work.
- J. Oversees the training of line crew employees in all phases of electric line work.
- K. Enforce City safety rules and regulations.
- L. Trims trees around power lines for line maintenance.
- M. Assists in various duties after hours as required, including on-call, special events and weather-related emergencies.
- N. Conducts employee evaluations.



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O. Performs related work as required.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Electric line construction, maintenance, and safety requirements
- Familiarity with electric theory

**Skills**

- Communicate effectively and tactfully with fellow employees and the public.
- Time management- able to efficiently and safely complete work in a timely fashion.

**Abilities**

- Plan and supervise work.
- Establish an effective working relationship with others.
- Strength to perform manual work and physical stamina to withstand working under adverse weather conditions.
- Observe and enforce safety rules and regulations.
- Must live within 30 minutes of the Public Works facility.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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