# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208
P.O. BOX 208
http://newcastlemsc.delaware.gov
Office: 302 323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337


## Job Description
## Electric Utility Service Person 3 (EUSP-3)

**FLSA STATUS:** Non-Exempt
**UNION STATUS:** UNION AFSCME, AFL-CIO, Local #3606
**PAY GRADE:** EUSP-3

### GENERAL SUMMARY:

The EUSP-3 will have completed the second year of the Commissions apprenticeship under the supervision of the Electric Utility Supervisor, responsible for learning the operation and maintenance of the electric distribution system including substations, transformers and metering system. The employee will work in this position until completion of the third year of the Commission's apprenticeship program.

### ESSENTIAL FUNCTIONS:

Functions may include however are not limited to:

- Obtain an understanding and apply the principles and practices in the operation of the Commission's electric system.
- Operate the Commission's electric distribution system including lines, poles, transformers and meters.
- Operate the Commission's electric substations including transformers, switches, breakers, arresters and busbar.
- Operate the Supervisory Control and Data Acquisition (SCADA) system and various types of electrical and electronic equipment.
- Operate all electric department trucks and backhoe in a safe manner.
- Utilize tools and equipment in the operation, maintenance, and repair of distribution systems and substations.
- Perform all functions in compliance with safe work practices and guidelines of the MSC and APPA Safety Policy and Procedure Manual.
- Will be required to perform On-Call and after hour duties as required.

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**Job Description**
**Electric Utility Service Person 3 (EUSP-3)**

- Will be required to work extended hours, holidays, and hours outside of normal hours in all weather conditions.

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

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Must have a mechanical aptitude.
- Possession of or the ability to obtain a valid Class "A" CDL Motor Vehicle Operator's License with all required endorsements.
- Enrollment in the third year of the MSC's four year lineman apprenticeship.
- Willingness to climb utility poles within 6 months of employment.
- Demonstrated ability and willingness to climb utility poles.
- Demonstrated ability to work on secondary voltage without assistance by completion of third year in apprenticeship.
- Thorough understanding of the American Public Power Association Standards, latest edition.
- Attend approved training courses offered by the Commission to stay current on electric operation and safety practices.
- Ability to perform complicated mathematical calculations.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow difficult and complex verbal and written instruction.

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**Electric Utility Service Person 3 (EUSP-3)**

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Must have the physical skills necessary to perform the duties of the position.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.

General Manager's Approval — Date: 4-1-18

HR/Administrative Manager — Date: 4-1-18

April 1, 2019 to March 31, 2020

| Job Classifications | Start | After 6 Months | 3 Years 4% | 6 Years 4% | 9 Years 3% | 12 Years 2% |
|---|---|---|---|---|---|---|
| EUSP-6 | $ 40.02 | $ 41.62 | $ 43.28 | $ 45.01 | $ 46.37 | $ 47.30 |
| EUSP-5 | $ 36.53 | $ 38.00 | $ 39.51 | $ 41.10 | $ 42.32 | $ 43.18 |
| EUSP-4 | $ 33.35 | $ 34.69 | $ 36.07 | $ 37.51 | $ 38.65 | $ 39.42 |
| EUSP-3 | $ 30.46 | $ 31.67 | $ 32.94 | $ 34.26 | $ 35.29 | $ 35.99 |
| EUSP-2 | $ 27.77 | $ 28.88 | $ 30.03 | $ 31.24 | $ 32.18 | $ 32.83 |
| EUSP-1 | $ 25.35 | $ 26.36 | $ 27.42 | $ 28.51 | $ 29.37 | $ 29.95 |

April 1, 2020 to March 31, 2021

| Job Classifications | Start | After 6 Months | 3 Years 4% | 6 Years 4% | 9 Years 3% | 12 Years 2% |
|---|---|---|---|---|---|---|
| EUSP-6 | $ 41.22 | $ 42.87 | $ 44.58 | $ 46.36 | $ 47.76 | $ 48.72 |
| EUSP-5 | $ 37.63 | $ 39.14 | $ 40.70 | $ 42.33 | $ 43.59 | $ 44.47 |
| EUSP-4 | $ 34.35 | $ 35.73 | $ 37.15 | $ 38.64 | $ 39.80 | $ 40.60 |
| EUSP-3 | $ 31.37 | $ 32.62 | $ 33.93 | $ 35.29 | $ 36.35 | $ 37.07 |
| EUSP-2 | $ 28.60 | $ 29.75 | $ 30.94 | $ 32.18 | $ 33.14 | $ 33.81 |
| EUSP-1 | $ 26.11 | $ 27.15 | $ 28.24 | $ 29.37 | $ 30.25 | $ 30.85 |

April 1, 2021 to March 31, 2022

| Job Classifications | Start | After 6 Months | 3 Years 4% | 6 Years 4% | 9 Years 3% | 12 Years 2% |
|---|---|---|---|---|---|---|
| EUSP-6 | $ 42.45 | $ 44.16 | $ 45.92 | $ 47.75 | $ 49.19 | $ 50.18 |
| EUSP-5 | $ 38.76 | $ 40.31 | $ 41.92 | $ 43.60 | $ 44.90 | $ 45.81 |
| EUSP-4 | $ 35.38 | $ 36.80 | $ 38.27 | $ 39.80 | $ 41.00 | $ 41.82 |
| EUSP-3 | $ 32.31 | $ 33.60 | $ 34.95 | $ 36.34 | $ 37.44 | $ 38.18 |
| EUSP-2 | $ 29.46 | $ 30.64 | $ 31.86 | $ 33.14 | $ 34.14 | $ 34.83 |
| EUSP-1 | $ 26.89 | $ 27.96 | $ 29.09 | $ 30.25 | $ 31.15 | $ 31.78 |

April 1, 2022 to March 31, 2023

| Job Classifications | Start | After 6 Months | 3 Years 4% | 6 Years 4% | 9 Years 3% | 12 Years 2% |
|---|---|---|---|---|---|---|
| EUSP-6 | $ 43.73 | $ 45.48 | $ 47.29 | $ 49.18 | $ 50.67 | $ 51.68 |
| EUSP-5 | $ 39.92 | $ 41.52 | $ 43.17 | $ 44.91 | $ 46.25 | $ 47.18 |
| EUSP-4 | $ 36.44 | $ 37.91 | $ 39.42 | $ 40.99 | $ 42.23 | $ 43.07 |
| EUSP-3 | $ 33.28 | $ 34.61 | $ 35.99 | $ 37.43 | $ 38.56 | $ 39.33 |
| EUSP-2 | $ 30.34 | $ 31.56 | $ 32.82 | $ 34.14 | $ 35.16 | $ 35.87 |
| EUSP-1 | $ 27.70 | $ 28.80 | $ 29.96 | $ 31.15 | $ 32.09 | $ 32.73 |

April 1, 2023 to March 31, 2024

| Job Classifications | Start | After 6 Months | 3 Years 4% | 6 Years 4% | 9 Years 3% | 12 Years 2% |
|---|---|---|---|---|---|---|
| EUSP-6 | $ 45.04 | $ 46.85 | $ 48.71 | $ 50.66 | $ 52.19 | $ 53.23 |
| EUSP-5 | $ 41.12 | $ 42.77 | $ 44.47 | $ 46.26 | $ 47.63 | $ 48.60 |
| EUSP-4 | $ 37.54 | $ 39.04 | $ 40.60 | $ 42.22 | $ 43.50 | $ 44.37 |
| EUSP-3 | $ 34.28 | $ 35.65 | $ 37.07 | $ 38.56 | $ 39.72 | $ 40.51 |
| EUSP-2 | $ 31.25 | $ 32.51 | $ 33.80 | $ 35.16 | $ 36.22 | $ 36.95 |
| EUSP-1 | $ 28.53 | $ 29.67 | $ 30.86 | $ 32.09 | $ 33.05 | $ 33.71 |