

# 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 5 (EUSP-5)

**FLSA STATUS:** Non-Exempt

**UNION STATUS:** UNION AFSCME, AFL-CIO, Local

**PAY GRADE:** EUSP-5

#### GENERAL SUMMARY:

The EUSP-5 will have completed the Commission's apprenticeship program and under the supervision of the Electric Utility Supervisor, will be responsible for the operation and maintenance of the electric distribution system including substations, transformers and metering system.

#### ESSENTIAL FUNCTIONS:

Functions may include however are not limited to:

- Understand and operate the Commission's electric distribution system and substations including lines, poles, transformers, meters, 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, basic operation of all water department trucks and other heavy equipment such as telescoping fork truck, excavators, paving machine and rollers.
- 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.
- Observe, inspect and document contractors performing maintenance on the MSC Distribution System to ensure MSC Electric Standards are being followed.

# 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 5 (EUSP-5)

- Will be required to perform On-Call and after hour duties as required.
- 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 and mechanical aptitude.
- Possession of or the ability to obtain a valid Class "A" CDL Motor Vehicle Operator's License with all required endorsements.
- Completion of the MSC's four year lineman apprenticeship.
- Mastery of climbing utility poles, operation of bucket and line truck, work on secondary and primary voltage without assistance.
- Thorough understanding of the American Public Power Association Standards, latest edition.
- Demonstrated knowledge and ability to work on all aspects of the MSC distribution system and substation with assistance.
- Possession of an understanding of the operation and functionality of the Supervisory Control & Data Acquisition (SCADA) system and various types of electrical and electronic equipment.
- Basic understanding of the Geographic Information System (GIS) Arc Map Software and mapping system equipment.
- Attend approved training courses offered by the Commission to stay current on electric operation and safety practices.

# 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 5 (EUSP-5)

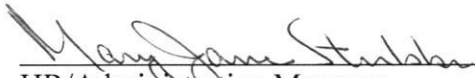
- Ability to perform complicated mathematical calculations and communicate effectively, both orally and in writing.
- Ability to understand and follow difficult and complex verbal and written instruction.
- Skill in the use of office equipment and technology, including computers and related software, 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



HR/Administrative Manager



Date