



# Line Crew Chief

Job Specification  
Classification: Non-competitive  
Series: Electrical  
Level: 3 of 3

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level of the Electrical series and is responsible for supervising a line crew. Responsibilities include scheduling and assigning projects; reviewing and inspecting projects; designing the layout of an installation or repair project; coordinating with other City departments on future projects; and continuous and timely updating of data filing systems as it relates to assigned/completed work orders and unit specific responsible assets. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Assists in supervising subordinate staff to include: assigning, directing, reviewing and evaluating work load and performance.
- Performs installations, maintenance, and repairs of electrical, communications, and traffic control systems; determines appropriate tools and materials for job, and follows prescribed procedures and safety guidelines.
- Manages and performs field inspections of work projects for progress and quality assurance, and ensures safety guidelines are met.
- Plans and coordinates work with other departments and agencies to ensure scheduling and timing of electrical, communications, and traffic systems as related to City construction and renovations; offers technical advice and assistance related to department activities to other City personnel.
- Manages and monitors projects from start to finish, including the ordering of materials, scheduling of timelines, rental of extra equipment, and servicing of department equipment.
- Prepares a variety of documents, including work and change orders, maintenance logs, purchase orders, and other related forms needed to update and track projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory principles;
- Electrical, communications, and traffic systems operations;
- Applicable tools and equipment for assigned tasks;
- Occupational hazards and standard safety precautions;
- Applicable codes, rules, regulations, and ordinances;
- Project oversight for monitoring timelines and work progress;
- Computer operations related to electrical and communications equipment.

Ability to:

- Prioritize and assign work;
- Use computers and related software applications;
- Interpret, apply, and communicate applicable laws, codes, rules, regulations, policies, and procedures;
- Prepare, review, and maintain records, files, and reports related to specific projects;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Analyze projects and potential concerns and adopt effective courses of action;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher and 5 years of experience as a work crew chief or line crew technician as it relates to electrical and/or communication installation and/or electrical system maintenance within a multifunctional municipal operation; or
- (B) Associate's Degree and 7 years of experience as a work crew chief or line crew technician as it relates to electrical and/or communication installation and/or electrical system maintenance within a multifunctional municipal operation; or
- (C) High school or GED and 9 years of experience as a work crew chief or line crew technician as it relates to electrical and/or communication installation and/or electrical system maintenance within a multifunctional municipal operation.

Licensing Requirements: Valid NYS CDL with Class B endorsement at time of appointment. Must maintain valid licensure to maintain employment.

**SPECIAL NECESSARY REQUIREMENT:**

Must be a Journeyman in the Electrical field

**Classification history:**

Revised: 3/20/2012\*; 9/15/2015, 4/23/2019 (title changed from Electrical Crew Chief)

\*Title changed from Line Crew Chief