



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Lead Vehicle Technician/Utilityman                      **STATUS:** Non-exempt / Union - IBEW  
**REPORTS TO:** Director of Electric Engineering and Operations   **RANGE:** Contract

**POSITION SUMMARY:** The Lead Vehicle Technician/Utilityman position is responsible for the daily supervision of assigned staff and the coordination of SUB's fleet and Electric Service Center (ESC) warehouse functions and ESC minor facility maintenance. Work will involve warehousing and fleet functions, such as: material issues, over issues, receiving, storing inventory, fleet maintenance or responding to fleet breakdowns and the more complex vehicle or equipment repairs required. Work may also include minor building and grounds maintenance of the 10<sup>th</sup> Street complex and all substations in the system. Assignments are received in the form of job issues or established maintenance program schedules; requests from department supervisors; and may be communicated by email, phone, written, or verbal. Performs other duties as assigned.

#### **MAJOR RESPONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Demonstrates and models exemplary leadership to all employees.
4. Assists Supervisor in the evaluation of the overall operation of the department (warehouse and fleet) including: systems, productivity, staffing requirements and establishing and achieving goals.
5. Provides a positive, inspiring and motivating work environment for staff.
6. Supports, coaches and counsels staff to ensure a productive and efficient team environment, which recognizes contributions and celebrates any individual or team accomplishments.
7. Documents personnel actions according to policies and procedures with the guidance of the HR Manager and Supervisor.
8. Assists the Supervisor in conducting Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans; develops new job descriptions and reviews existing descriptions for changes.
9. Plays an active role in the orientation of new employees.

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10. Promotes and supports on-going education and training of staff to ensure the highest quality performance standards to meet the changes in a dynamic utility industry.
11. Openly and effectively collaborates and communicates with foremen and managers to identify and solve problems and to coordinate resources.
12. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
13. Maintains confidentiality of organizational and staff information.
14. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
15. Oversees the storage of and the issuance of materials that support electric distribution and transmission facilities.
16. Ensures company's fleet maintenance program is implemented on schedule and ensures the prompt response to any vehicle or equipment breakdown.
17. Recommends and assists directors and department managers with their fleet specifications for new and used purchases to ensure that SUB's policies and procedures are followed.
18. Ensures all record keeping associated with both fleet and warehouse activities, required by SUB's policies and procedures, is accurate and maintained in a timely manner.
19. Maintains an orderly and organized electric material warehouse and storage yard(s).
20. Provides timely and accurate delivery of materials; processes associated records for jobs assigned to crews, developers and/or contractors.
21. Receives and stores all incoming materials promptly and processes associated records.
22. Assists the supervisor in the low and reorder stocking levels of materials and alerts buyer of potential stock outs.
23. Coordinates and ensures that a physical inventory count of all stocked materials by cycle at year-end is completed on time and with accuracy.
24. Responds to fleet breakdowns and directs appropriate repairs and/or recommends repair options to the supervisor.
25. Monitors and ensures that the fleet maintenance programs are performed in a timely and coordinated manner that ensures the least amount of vehicle down time or crew loss time.
26. Responsible for minor building, substation and yard maintenance for ESC, and/or miscellaneous steel fabrications for the Utility.

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27. Provides small tool maintenance and repair for the Electric and Water Divisions.
28. Maintains a current Oregon CDL Class A driver's license and maintains a good driving and safety record.
29. Maintains reliable and predictable attendance.

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

#### ***Attributes:***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

#### **OTHERS SUPERVISED**

- Vehicle Technician/Utilityman, ESC Utilityman and Vehicle Technician/Utilityman Helper

#### **MINIMUM QUALIFICATIONS:**

##### ***Experience***

- Minimum three years of experience as a Journeyman Mechanic/Utility Technician
- Two years experience in receiving and issuing materials and the overall operation of the electric warehouse
- Prior supervisory experience preferred

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### *Knowledge, Skills & Abilities*

- Considerable knowledge of heavy equipment power systems (gas and diesel engines), drive trains (transmissions and axles), brakes (hydraulic and air), hydraulic systems (boom and manlift systems) and vehicle electrical systems
- Demonstrated knowledge of materials used in the construction of electrical facilities
- Demonstrated consistency and excellence in all of the following areas:
  - Positive leadership qualities; viewed as a positive role model by others
  - Team work, coaching skills ability to train others
  - Consistently communicates positively and effectively with co-workers
  - Models exemplary behavior
  - Uses sound judgment and exhibits creative problem solving skills
  - Makes appropriate decisions within scope of authority
  - Excellent planning and organizational skills

### *Education*

- High school diploma or equivalent
- Associate's degree in automotive technology preferred. Other automotive mechanic coursework and/or demonstrated experience may substitute for education

## **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working on and around vehicles, even in inclement climatic conditions, at night and at the end of a 16-hour emergency shift (with no sleep and break only for meals).
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working in the field or shop. Thinks and reacts quickly if accidents occur. Interacts well with co-workers and in stressful situations.
- **VISION:**
  - Far Visual Acuity:** Assesses status of fixtures (i.e. wires, and devices) under the hood of a vehicle. Sees adequately to drive line truck.
  - Near Visual Acuity:** Reads small print on maps, mechanical drawings, labels, reports, computer screens, metal plates on transformers and construction drawings.
  - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to construction hazards, traffic, co-workers and movements of equipment.
  - Color Vision:** Judges red, green and yellow traffic lights adequately to drive line trucks on highways.
  - Depth Perception:** Judges depth very accurately to: (1) Ensure safe work practices while working on equipment; (2) Assess equipment in traffic.
  - Night Vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather condition.

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- **HEARING:** Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when speaking to a co-worker despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Speaks clearly, communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 10 minutes at one time. The worker may actually be on their feet four hours at one time, but maneuvers around the work site at intervals. Total standing time is 50% - 100% of the average shift.
- **SITTING:** Worker sits on a bench-style pickup seat one and one-half hours maximum at one time while driving to a job site. Total sitting is one to two hours per shift.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/4 to 1/2 mile. Total walking per shift is 20% - 40%.
- **LIFTING/CARRYING:** 0-10 lbs. - Continuous; 11-20 lbs - Continuous; 21-50 lbs. - Frequently; 51-75 lbs. - Frequently; 75-100 lbs. - Occasionally
- **PUSHING/PULLING:** Pushing/pulling using hand tools and pulling out materials and parts off of engines and equipment from trucks.
- **REACHING/HANDLING:** While in bent over position, worker occasionally works at full extent of his/her reach and leans over while using tools, often in awkward positions. Grips and firmly holds hand tools, lines and equipment for several minutes at a time. Operates several lever controls on boom or bucket truck as well as knobs and levers on brush chipper. Uses feet to operate buttons which control movements of boom bucket truck and stringing equipment. Uses jack hammers, chain saws, electrical drills, electric and gase welder, and hydraulic tamps.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items out from under the hood of a vehicle. Often works in awkward positions.
- **CLIMBING:** Climbs hills and walks over uneven ground while getting to disabled vehicles.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around petroleum products. Exposed to noise from traffic construction equipment near construction sites, jack hammers, hydraulic saws and tamps, and chippers, used when tree trimming, as well as chain saws up to two hours per day. Hearing protection is provided. Exposed to chemicals used with vehicles. Some mineral oils are used

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if transformers or other equipment is damaged. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

- **PRODUCTS AND MATERIALS:** Lumber, plastic, wire, bolts.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, hydraulic tree trimming saws, hydraulic tamps, rakes, aerial man lifts, trucks and hot sticks.

Revised: June 1, 2016