

# **BARTON VILLAGE, INC.**

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## **JOB DESCRIPTION**

### **UTILITY WORKER**

**Position Classification: FLSA Non-Exempt. Full-time**  
**Supervisor: Business Manager**  
**Pay Grade 2**

### **Job Summary**

The Utility Worker is primarily responsible for the electric and water utility meter reading and support of the Electrical Line Crew (Line Maintainers) in the construction and maintenance of electrical distribution lines and associated electrical equipment.

### **Supervision Received**

The Utility Worker is directly supervised by the Electric Manager.

### **Supervision Exercised**

This position does not supervise any other Barton Village employee.

### **Examples of Duties**

The following is a list of the more common duties attributable to the position of Utility Worker. This list is not intended to be all inclusive and may be amended from time to time as circumstances may dictate. The Utility Worker will also be responsible for performing other duties as may, from time to time, be assigned.

1. Company Operation
  - a. Follow established Barton Village, Inc. policies and procedures.
  - b. Communicate and interact with Barton Village, Inc. co-workers and customers effectively.
  - c. Establish and maintain effective working relationships with supervisor, co-workers and the public.
2. Maintenance/Construction

- a. Support the Electrical Line Crew (Line Maintainers) in the maintenance and construction of the electrical distribution system as directed by the Electric Manager.
- b. Annually Practice bucket truck and pole top rescue.
- c. Become certified as a Vermont Workzone Traffic Control Flagger and be able to flag traffic as required.
- d. Act as a second man under the stipulations set forth in VOSHA Appendix A1 Mandatory to Section 1910.269.
- e. Support the Electrical Line Crew (Line Maintainers) in the installation of customer services and line extensions as directed by the Electric Manager.
- f. Assist the Electric Manager in the development/maintenance of the distribution system map, development/maintenance infrastructure condition database and labeling of the distribution system for the operation and maintenance of the electric distribution system.
- g. Accurately complete applicable paperwork including timesheets and distribution system condition reports (poles, lines etc.).
- h. Assist the Electric Manager in counting inventory and maintaining adequate stock of inventory for distribution system operations.
- i. Assist the Electrical Line Crew (Line Maintainers) in the trimming and cutting of brush and trees which do not come into direct contact with energized lines under the direction of the Electrical Line Crew.

### 3. Electric Billing

- a. Accurately read and record meter readings for residential and commercial customers using electronic tablets and electronic water meter readers.
- b. Disconnect and reconnect customer electric services as directed by the Electric Manager and the electric Billing Clerk.
- c. Report meter locations that are hazardous or difficult to read or maintain (e.g., dangerous meter locations, vicious or dangerous animals, exposed electrical wiring) to the Electric Manager or DPW Foreman so that condition can be remedied.
- d. Inspect meters and meter socket connections for defects, damage and unauthorized connections. Report irregularities to Billing Clerk, DPW Foreman or Electric Manager depending on the situation.
- e. Test electric utility meters when requested by the Billing Clerk and/or Electric Manager.
- f. Walk or drive assigned routes reading water and electric meters inside and outside of residential, commercial, industrial and public properties.

### 4. Customer Relations

- a. Respond to customer inquiries, complaints and refer customers to other appropriate staff.

### 5. Safety

- a. Wear appropriate PPE (FR Clothing, Safety Shoes, Safety Helmets, Safety Glasses, Electrical specific PPE) when necessary in accordance with VOSHA, OSHA, APPA and NESC
- b. Maintain a clean and safe work environment and recognize and report unsafe working conditions.
- c. Maintain skills and knowledge in the proper and safe techniques for performing job functions.
- d. Utilize proper body mechanics and maintain ergonomically correct positions while working.
- e. Under the direction of line maintainers fully comply with current electric distribution line maintainer standards as specified by Vermont Occupational Safety and Health Administration (VOSHA), Occupational Safety and Health Administration (OSHA), the National Electric Safety Code (NESC) and the American Public Power Association (APPA) Safety Manual.

#### 6. Other Duties as Assigned

- a. Perform other duties as assigned by the Electric Manager and DPW department

### **Knowledge, Skills & Abilities Required**

The Line Maintainer shall possess:

1. Demonstrated ability to interact well with others, including co-workers and customers
2. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing
3. Ability to complete work accurately
4. Ability to arrive to work on time
5. Ability to accurately read and record numbers from various types of meter dials
6. Ability to operate a tablet computer
7. Ability to perform basic mathematical calculations
8. Proficiency in disconnecting and reconnecting services
9. Ability to use a multimeter to measure current and voltage
10. Knowledge of and ability to operate lower hydraulic controls on line vehicles
11. Ability to identify Primary and Secondary distribution lines and associated voltages
12. Knowledge of: geography, streets and business locations for Barton, Barton Village, Sutton, Westmore, West Charleston, Evansville and Brownington
13. Ability to operate a brush chipper and chainsaw
14. Ability to adapt to change in procedures and workload and to maintain composure when confronted with stressful situations
15. Knowledge and understanding of Barton Village, Inc. policies and procedures

16. Knowledge and understanding of the current contract between Barton Village, Inc. and IBEW Local 300

### **Minimum Qualifications Required/Preferred**

1. Successful candidates for the position of Utility Worker shall have a minimum of a high school diploma or equivalency (GED)
2. Candidate must successfully pass a criminal background check
3. First Aid and CPR certified
4. Bucket Truck and Pole Top Rescue qualified

### **Physical Demands/ Working Conditions**

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, stand, kneel, stoop, bend, crouch, balance and sit. The employee is also frequently required to use hands to handle, feel or operate objects, tools, or controls. Reaching with one's hands and arms are often required. Talking and listening are often required and smelling is occasionally required. The employee must also have the ability to communicate in writing, on the phone, by radio and by other electronic means. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The noise level in the work environment is usually moderate to high.
2. The work is predominantly performed outside in suburban and rural settings both on the road and off-road where moderate traffic can be found.
3. The weather can be extreme hot in the summer and extreme cold in the winter with wide variations in precipitation including snow, rain and ice.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.

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