



## UNION JOB DESCRIPTION

**TITLE: Crew Coordinator**

### DEFINITION:

Coordinates line work elements including work sketches, equipment, materials and personnel, prior to job assignments, to ensure continuous, reliable, efficient installation and maintenance of transmission and distribution systems. This position is under the direction of the Manager of Construction Scheduling & Dispatch.

### DISTINGUISHING CHARACTERISTICS:

This position also performs the duties of Lineman, Outside Serviceman or Line Foreman in storm or overtime call-out situations. The Crew Coordinator must be available for regular Crew Coordinator duties and can not take overtime call-outs if the call-outs interfere with these duties and he/she cannot report for normal Crew Coordinator duties. This also applies to Assistant Crew Coordinator when filling in for the Crew Coordinator position. The Crew Coordinator rotates on the overtime Call Out in their bid headquarters based on the employee's last bid classification in the Line Unit. The Assistant Crew Coordinator will be trained for overtime rest periods, vacations and sick leave. Assistant Crew Coordinator positions will be filled from job applicant list by seniority when qualified.

### BASIC RESPONSIBILITIES:

1. Reviews job sites and work sketches as necessary prior to construction to ensure maximum utilization of specifics within the established Crew Structure Guidelines and determines equipment and material needs for the job. Observes any construction or design problems.
2. Coordinates scheduling between Crew Dispatchers, developers, contractors and other utilities.
3. Works with the Foreman and/or Engineering staff to develop improvements or modifications to projects or job design as necessary as well as discussing completed projects.
4. Confers with Crew Dispatch and Transportation Manager concerning vehicle availability.
5. Remains sensitive to Foreman decisions so as not to circumvent their authority.
6. Assists Crew Dispatch and Trouble Center during storm repair coordinating Crews, tools and equipment. This includes tracking Crew hours worked to ensure rest periods.
7. Follows applicable safety rules contained in the District's Accident Prevention Manual.

### OTHER RESPONSIBILITIES:

1. Works with Foremen to identify reoccurring materials that are not compatible with the job to be completed and initiates changes.
2. Meets with Engineering staff and Construction Superintendents during original job planning and until jobs are finalized to discuss on-going modifications or concerns.
3. Keeps diary of daily activities for future reference regarding damage claims, etc.
4. Participates in Construction Department meetings and on special projects.
5. Attends required in-house training to meet the obligations of the position (Example - District's in-house overhead/underground training programs).
6. Works as Line Foreman, Outside Serviceman, or Lineman as required.
7. Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Applicable District policies, procedures and agreements, including but not limited to such things as: Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure and District's Accident Prevention Manual
- Construction and maintenance practices/methods related to line work.
- Tools, materials and equipment of the trade.
- Current overhead and underground practices.
- CPR and First Aid methods, Pole Top and Vault Rescue.

### Ability to:

- Communicate effectively with Construction Superintendent and Distribution and Line Services personnel on matters dealing with job requirements both verbally and in writing.
- Demonstrate use of computer and related PC applications.
- Interact with customers, government officials, and District employees as necessary to complete assignments.
- Identify, analyze and resolve problems.
- Perform the job duties of a Lineman, Line Foreman or Outside Service Lineman.
- Use hand and power tools and equipment used in electrical facility installation and repair.
- Climb poles using conventional climbing gear.
- Read and understand work sketches and blueprints.
- Apply First Aid and CPR methods as needed.
- Apply the District's Safety Rules, policies, procedures and directives.
- Apply Collective Bargaining Agreement.
- Apply District Construction and Maintenance Standard Practices and Electrical Service Requirements.
- Learn to use various forms, reports, time slips and how to complete them.

### Education/Experience:

- Minimum of five (5) years' District Journeyman Lineman experience involving overhead and underground work.
- Must be current Assistant Crew Coordinator Pool Employee who has completed required training.
- High School diploma or equivalent.

### License or Certification:

- Current Washington State Commercial Driver License (Class A).
- CPR and First Aid Card.

## WORKING CONDITIONS:

- Work is performed primarily in an outdoor environment, however there are times when work is performed in an office setting.
- The outdoor environment is subject to varying weather conditions.
- Employees risk physical hazard from energized equipment and circuits.
- Must be able to climb poles and work at heights in excess of 100 feet.
- Must be able to lift and carry heavy equipment and materials in excess of 65 lbs.
- Must be able to perform rescue operations, including Pole Top and Vault Rescue.
- Must be able to work long hours as storm conditions dictate.
- Subject to 24-hour call-out for emergency conditions.