



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## CHIEF OF FIELD SERVICES BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** December 30, 2015

**DEADLINE TO APPLY:** January 12, 2016

**RATE OF PAY:** Up to \$40.80 /Hour depending on experience

**POSITION STATUS:** Regular Full Time

**EXEMPT/NON-EXEMPT:** Non-Exempt

**CLASSIFICATION GRADE:** 13A (OCL)

**UNION:** IBEW

### General Purpose:

This position is responsible for all BED Right of Way (ROW) issues, metering and coordinating all BED Line Extension functions with the Public Service Board, customers, contractors, and within BED. This position is also responsible for coordinating and providing directions to metering, troubleshooters, technicians, underground cable locators and field inspection staff.

### Essential Job Functions:

- Oversee field service projects to ensure they are adequately managed in terms of labor, materials and schedules.
- Oversee and schedule personnel responsible for reading, installing, testing, maintaining and repairing electric meters; troubleshooter functions; lease lights; streetlights; locating underground cables; Right of Way; inspection of construction projects; inventory/as-built functions; and secondary services.
- Assist in the preparation of budget for metering, and technicians.
- Oversee the installation, maintenance, and repair of BED's Advanced Meter Infrastructure (AMI).
- Provide the Distribution Superintendent with input on staffing, resources and maintenance need.
- Manage meter installed communication equipment for Home Area Network deployment (such as zigbee protocol communications boards).
- Design, plan and implement metering system applications.
- Coordinate metering, new/upgraded services, line extensions and ROW with customers, contractors and affected areas of BED.
- Oversee the process of service applications, including field measurements, AIC ratings, work request, cost estimates and scheduling.
- Prepare cost estimates, work orders and close out work orders after final job inspection.
- Prepare ROW drawings and easement documents for recording in the City of Burlington Land Records.
- Conduct land surveys for determination of boundary lines, assemble field data and make survey calculations.
- Ensure that BED ROW drawings, documents, policies and practices are on file and remain up to date.
- Ensure that all work conforms to BED construction standards, NESC and NEC codes, and applicable VOSHA standards, BED safety rules and project specifications.
- Ensure that field services employees follow all applicable safety rules.
- Oversee the investigation, testing and final reports of various metering irregularities.

### Qualifications/Basic Job Requirements:

- Associate's degree in electrical engineering or related discipline and five-year experience in metering applications or the construction and maintenance of electric utility distribution systems.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to obtain and maintain a valid Vermont State Driver's License within three months of date of hire.
- Master Electrician license preferred.
- Knowledge of Advanced Meter Infrastructure systems, security, and communications protocols preferred.
- Working knowledge of Windows PC desktop applications including spreadsheet and word processing required.
- Must possess working knowledge of National Electric Safety Code, National Electric Code, VOSHA Standards, metering standards, and safety rules.
- Must possess strong written and verbal communication skills and an ability to interact with coworkers and the public. Must have demonstrated abilities in effective leadership, communication and creation of environments in which employees feel supported, motivated and highly productive.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with BED and/or City standards, safety rules and personnel policies.
- Must possess and maintain First Aid and CPR certification or have the ability to obtain certification within three months of date hired.
- Ability to work in a team environment.
- Ability to work in confined spaces.
- Ability to work in and around energized, high voltage equipment, in accordance with all applicable safety requirements.
- Ability to lead staff in a constructive and growth oriented manner.
- Must wear proper safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hats, hearing protection devices, and safety harnesses.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.