

# ELECTRIC LINE FOREMAN

Utilities | Electric Distribution



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Electric Line Foreman is responsible for performing a variety of tasks in the support and maintenance of electric generation and distribution systems.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

7 a.m. to 4 p.m.

#### LOCATION

Houma Service Complex

#### REPORTS TO

Utility Superintendent – Electric Distribution

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Indoor and outdoor work in potentially hazardous environments, requiring strict adherence to safety protocols.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana Driver's License

In this role, the incumbent will be expected to coordinate line crews, conduct field inspections, troubleshoot, and perform control systems work.

The Electric Line Foreman will ensure the proper functioning of electrical equipment and systems, particularly within substations and auxiliary equipment.

The position also requires managing work orders, communicating with crews, and assisting with emergency responses and workload management as needed.

## JOB DUTIES

- Assist in providing technical support for electric generation and distribution, including scheduling maintenance and repairs with contractors for substations and related equipment at the generating plant, as well as for 13.8 KV and 34.5 KV distribution substations and auxiliary equipment.
- Assign Cut/Rework work orders to appropriate Service Technicians and ensure timely completion, prioritizing work based on outage or fault urgency.
- Review open work orders regularly, prioritize them by outage/fault, and ensure that critical issues are addressed immediately.
- Coordinate with crews and assign work as necessary to maintain operational efficiency and productivity.
- Review and close completed work orders, ensuring proper documentation of labor, materials, equipment, and comments, using condition codes for additional tasks related to GIS, customers, telecom, Entergy, SLECA, etc.
- Perform routine preventive maintenance and inspections on electrical equipment to ensure operational efficiency, minimizing outages or damage, and documenting all inspections and maintenance activities.
- Manage and check the status of ongoing projects with contractors.
- Coordinate with Contractor for primary and secondary bores, sending updates and instructions to Boring Crew for execution.
- Provide regular status updates on ongoing projects, ensuring adherence to timelines and deliverables.
- Participate in ongoing project meetings, collaborating with other teams to ensure the successful execution of current and upcoming projects.
- Conduct future planning for projects, tools, equipment, and budget spending, ensuring alignment with long-term operational goals.
- Engage with customers to address service availability issues, complaints, and other concerns, ensuring effective resolution and customer satisfaction.
- Work with high-voltage equipment while maintaining a high regard for safety, strictly adhering to TPCG, NESC, and APPA safety standards.
- Prioritize safety in all tasks, particularly during field inspections, troubleshooting, and maintenance of electrical systems.
- Utilize mobile devices and computerized work order systems to manage tasks, document inspections, and track project statuses efficiently.
- Perform any additional task as required by the Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to effectively manage and coordinate crew activities, ensure work is completed safely, and foster a collaborative, efficient team environment.
- **Time Management:** Ability to prioritize tasks, manage multiple work orders, and meet deadlines while responding to emergencies as needed.
- **Analytical Skills:** Ability to evaluate complex electrical systems, troubleshoot issues, and make informed decisions during inspections and maintenance tasks.
- **Communication Skills:** Ability to clearly and professionally convey technical information to team members, contractors, and customers, ensuring efficient collaboration and issue resolution.
- **Organizational Skills:** A solid technical foundation in electrical systems, including knowledge of control systems, AC/DC power, and the ability to read electrical drawings, is required to perform effective maintenance and troubleshooting.
- **Technical Skills:** A solid technical foundation in electrical systems, including knowledge of control systems, AC/DC power, and the ability to read electrical drawings, is required to perform effective maintenance and troubleshooting tasks. Proficiency in MS Office Suite and basic computer skills.
- **Qualifications:**
  - High school diploma or GED certification required.
  - Associate's degree in Electrical Technology, Engineering Technology, or a related field is desired.

