

**DISTRICT OF SUMMERLAND
ELECTRICAL UTILITY ROLES AND RESPONSIBILITIES**

Title: Chargehand

Pay Grade: Chargehand

Department: Electrical Utility

Location: 9215 Cedar Ave Summerland

Supervisor: Director of Utilities

Reviewed: Aug 12, 2023

SUMMARY

Reporting to the Director of Utilities, the Chargehand is a Journeyman Power Line Technician who has charge of not more than 3 other employees and/or contractors. These employees include all members of the Line Crew excluding the Foreman and Sub-Foreman. The Chargehand is responsible for seeing that the work of the employees under his/her charge is carried on safely and efficiently and is responsible for their success.

ROLES AND RESPONSIBILITIES

Safety

1. Represents the Electrical Utility safety culture high standards in all his/her duties and the hands-on example to other employees.
2. Adheres to and maintains familiarity with WorkSafeBC regulations
3. LOTO Responsibilities as per section 5 of the regulations
4. Ensures compliance with Part 19 Electrical Safety
5. Maintain current knowledge of the Safety Standards Act
6. Ensure that all electrical work is performed by certified individuals and/or licensed contractors
7. Report unsafe or harmful condition and acts as soon as possible
8. Wear supplied PPE
9. Temporary authority, when called-in, as the Person-In-Charge to establish the conditions for, and to issue safety protection guarantees
 - ensure that the status of the power system or assigned part of the power system is accurately represented on a mimic display,
 - maintain a log of switching details, safety protection guarantees and operational events, and
 - authorize the commencement of any work on the power system or assigned part of it.
10. Ensure regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.

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General Duties

1. On-Call as directed
2. Work on and near high voltage power lines, including rubber glove techniques
3. Arrange for appropriate permits and perform switching, as authorized
4. Responsible for positive work culture
5. Perform customer connects and disconnects
6. Interpret and implement engineering and/or manufacturer's plans, drawings, construction specifications and standards related to the installation, modification, repair and operation of equipment
7. Investigate and assess customer complaints and recommend corrective courses of action
8. System troubleshooting as required
9. Maintain, inspect, construct, install and/or repair streetlights, including the repair of underground and overhead streetlight faults
10. Vegetation Management as directed
11. Leads execution of Work Orders and Construction Work Packages
12. Provides fully completed and filled in return data from Work Orders and Construction Work Packages to the Sub-Foreman (as-builts, photos, inspection forms, material, etc)
13. Ensures Work Order are executed as per the design and estimate, maintains communication for deviations
14. Reports on quantity and state of material inventory
15. Performs or delegates locates
16. Maintains tools, equipment and vehicles as directed
17. Line Shop orderliness and cleanliness
18. Lead job planning as needed
19. Lead tailboard discussions as needed
20. Metering work as directed
21. Installation/removal/reading of revenue metering as directed
22. Coordinate with Works and Infrastructure department on jobs as needed
23. Leadership, guidance and mentorship to other staff
24. Inform and consult with the Director on employee performance issues
25. Performs Sub-Foreman General Duties in his/her short term absence or at temporary request
26. Other duties as directed

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WORKING CONDITIONS

Exposure to high voltage equipment, heights, and plant environments. Periods of on-call coverage are requirements of this position with a response time of 15 minutes. May be exposed to inclement weather while working outside.

KNOWLEDGE, SKILLS, AND ABILITIES

- Level one first aid certificate
- Hold Journeyman Power Line Technician Red Seal
- Valid Class 3 driver's license with air endorsement
- Knowledge of Windows based computer software applications.
- Rubber glove experience.
- A proven track record and commitment to safe procedures and encouraging a safe work environment.
- Strong client service orientation with good interpersonal skills.