

JOB DESCRIPTION DEVELOPMENT WORKSHEET

Prepared/Reviewed By: _____

Job Title: Underground Manhole Electrical Inspector

Department(s): Electrical Services

This Position Reports to: Project Manager

Directly supervises others: No Yes

FLSA Status: Exempt Non-Exempt

*GENERAL JOB DESCRIPTION

Employee is required to report daily to the current job site to meet with the Field Supervisor and pick up their daily prints and electronic data logger which contain the locations and number of structures that require stray voltage testing and inspection.

Upon receipt of their daily work load, the Technician is required to drive to the location specified on the provided prints and test all required structures for stray voltage. Once the test is performed and voltage was not found on a particular structure, the technician then goes down into the manhole (if possible) to inspect Con Edisons electrical system for defects. Technician then logs any pertinent information about the structure into the data logger. Once testing and inspection is complete, they are to remove barricades, pack up all equipment and move on to the next structure. This is to be done for every required structure on the print. If stray voltage or defects are found by the Technician, they are to block off access to the structure using cones and caution tape, and additional barricades (if necessary) notify their supervisor of the situation, and stand guard to ensure nothing comes near the energized structure until a repair is performed by either Con Edison or Electrical repair crew.

***SPECIFIC DUTIES / TASKS-** *Please list the top tasks that consume 85% to 90% of weekly activities.*

- Testing structures for stray voltage
- Inspecting the structure for certain defects
- Repairing certain defects that are found (if repairable)
- Logging structure information into electronic data logger
- Protect pedestrians from site(s)
- Performing investigations at certain locations
- Attend daily tailgates to ensure workplace safety

***REQUIRED SKILLS** - *List the four or five basic skills an employee should possess for this position.*

- Basic Knowledge of Computers
- Read & Write
- Basic Knowledge of Utility Prints

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- Maintain a clean driving record and navigate safely around busy city streets
- Ability to Communicate with Utility Workers, Homeowners
- Answer Phone

***QUALIFICATIONS - Please indicate the basic requirements for an employee.**

Education: On-Job Training/Study Guide Material
Certification: N/A
Experience Range: N/A

***PHYSICAL REQUIREMENTS - Indicate (and modify) any differences to what is provided below such as lifting requirements. Add any appropriate additional requirements.**

- Communications: • Must be able to read, write, speak, & comprehend English
- Hearing: • Adequate to perform job duties in person or over the telephone
- Speaking: • Must be able to communicate clearly in person and over the telephone
- Vision: • Visual acuity adequate to perform job duties, including reading information from printed sources & computer screens
- Physical: • Driving, Walking, Bending, Climbing, Ability to work in confined spaces