

Civil Division: Villages
Jurisdictional Class: Competitive
Non-Competitive – Village of Boonville
EEO Category: Technicians
Revised: 07/15/09

UTILITY FIELD COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This liaison type position exists in the Boonville Electric and Water Departments and involves responsibility for a variety of functions including assisting in the installation, maintenance and repair of village owned electrical and water equipment and meter reading, maintenance of the stockroom, field survey work and related clerical work activities. The work is performed under general supervision of the superintendent of the Municipal Commission with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Aids in a variety of tasks connected with the operation, installation, maintenance, repair and cleaning of electrical equipment, such as, but not limited to, switchgear, relaying, transformers, switches and wiring;

Prepares and maintains preventative maintenance schedules for Boonville municipal electrical equipment;

Coordinates and participates in the maintenance, repair, replacement and installation of electrical equipment in the village;

Aids in disassembling defective equipment and consumption meters and replacing faulty parts with new ones;

Maintains liaison with cable and telephone companies regarding aerial and underground electrical circuits running on joint-ownership poles;

Aids in laying out and participating in work connected with the extension of existing power and cable lines;

Makes inspections of electrical operation plant and notes possible repair and/or replacement needs;

Adds identification tags to utility poles in the field and transformers in stock and in operation for inventory purposes;

Surveys jointly owned utility poles and attachments for tax and billing purposes;

Maintains central stockroom for electric and water department repair parts and equipment;

Makes electrical line measurements over right-of-way and private property;

Aids in collections of delinquent electric accounts;

Records daily work time of water and electric employees in the fields and compiles and balances time sheets;

Maintains vehicle maintenance and inspection records and makes arrangements for vehicle repair;

Compiles and files yearly and quarterly Federal EPA and State DEC requirements reports regarding generation and disposal of hazardous waste;

Performs physical line measurements in the field to verify distance on existing records;

Makes cost estimates of material and labor for contracted projects;

Learns meter routes and meter locations to supplement regular meter readers in their absence;

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TYPICAL WORK ACTIVITIES: (continued)

May assist water department employees on water surveys and leak detection as required;
May assist water department employees on pavement removal and digging holes to locate
and repair leaks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tools, parts, materials and terminology commonly used in electrical and water installation and repair activities; good knowledge of methods and practices used in receiving, storing and issuing mechanical parts and tools; good knowledge of general office routine and inventory control measures; ability to prepare and maintain payroll and stock records; ability to bend, climb and stand for extended periods; ability to lift heavy weights and move bulky supplies and equipment; ability to work out of doors in all weather conditions performing a variety of manual tasks; ability to read and record figures from electric consumption meters; ability to use hand and power tools in performance of duties; clerical aptitude; physical condition commensurate with demand of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the purchasing, requisitioning, storing and handling of supplies, materials or equipment on a large scale and maintenance of related records; **OR**
- (B) Five (5) years of experience as outlined in (A) above.

Adopted: 09/21/89
Revised: 10/23/92, 07/15/09