

**Town of Williamsport**  
**Now Hiring**  
**Electric Department Manager**

**GENERAL PURPOSE**

The Electric Department Manager performs a variety of skilled electric line maintenance. Operates various equipment in the electric distribution system's construction, operation, repairs, maintenance, and replacement. It requires journeyman-level experience maintaining overhead and underground power lines.

A high school diploma or equivalent is required.

**RESPONSIBILITIES AND DUTIES**

- Implement and install new electrical projects.
- Inspects lines, poles, and equipment for signs of damage or wear.
- Troubleshoot electric problems on town and customer equipment.
- Complete work orders from the utility office.
- Do a weekly inventory of stock and reorder supplies.
- Lineman Duties:
  - Installs and removes transformers, including primary and secondary current transformers, cuts-outs, disconnecting meters, circuit breakers, and other overhead line work, including setting poles and installing street and area lights. Locates underground electric lines for town crew and customers as required by Indiana State Law.
- Work in inclement weather
- Responsible for the safety of crew members or other department employees while on a job site.
- Supervise and train ground man and apprentice lineman.
- Maintaining and updating electric system mapping of electric lines, poles, transformers, cut-outs, disconnect switches, and circuit breakers.

- Maintain good customer relations.
- Trim trees away from overhead power lines and apparent utility easements for truck access to power lines.
- Attending required meetings by the town council.
- Responsible for time sheets and verifying hours worked by employees under your supervision.
- Be able to set and climb a 20 ft. extension ladder without assistance.
- Comply with all Internal Control Standards that apply to the department.

**Applicants should submit resumes to the Williamsport Town  
Hall**

**29 N Monroe Street  
Williamsport, IN 47993**