



JOB DESCRIPTION

Job Title: Electric Line Manager

Reports To: General Manager

Date Prepared: August 19, 2025

Department: Electric

FLSA Status: Exempt

Position Summary:

The Electric Line Manager oversees the construction, maintenance, and operation of the electric utility's distribution and transmission systems, as well as coordinating and assisting with the construction and improvements of the Communications Distribution System. This role involves managing crews, ensuring safety compliance, coordinating projects, and maintaining system reliability. The manager works closely with other utility departments. The manager also plays a key role in budgeting, resource allocation, and staff development.

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of “the reason the position exists.”
• Marginal Functions	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

Essential Functions:

1. **Supervising and Directing Crews:** The manager leads and guides line crews in daily tasks, ensuring work is completed safely, efficiently, and according to established procedures.
2. **Project Management:** This involves planning, coordinating, and supervising construction, maintenance, and repair activities for overhead and underground power lines, substations, and related equipment. It also includes working with the Communications Operations Manager to improve the Communications Distribution System.
3. **Safety and Compliance:** Enforcing safety rules and regulations, conducting safety meetings, and ensuring compliance with industry standards and company policies.
4. **System Reliability and Maintenance:** Monitoring system performance, identifying potential issues, and coordinating maintenance activities to maintain reliable service.

5. **Resource Management:** Managing budgets, materials, and equipment needed for daily operations and projects.
6. **Staff Development:** Providing line crews training and guidance, fostering a safety and teamwork culture.
7. **Customer Relations:** Interacting with customers to address concerns, resolve issues, and provide information about outages or projects.
8. **Emergency Response:** Participating in after-hours emergency response, including planned and unplanned outages.
9. **Collaboration:** Working with engineers, other departments, and external stakeholders to coordinate activities and ensure smooth operations.
10. **Record Keeping:** Maintaining accurate records of work performed, materials used, and system data.

Marginal Functions:

1. Mutual aid with other utilities in the event of storm damage that may require travel and time away from home.

Physical Demands	Description	Essential Function(s)
Standing	Stand for up to 7 hours over the duration of a shift including in a bucket or on various terrain.	1,2,3,4,5,7
Walking	Walk for up to 7 hours over the duration of a shift including in a bucket or on various terrain.	1,2,5,7,9
Sitting	Sit for up to 1 hour at a time to drive or operate various equipment.	1,2,5,7,8,10,11
Lifting	Lift up to 157 pounds between floor and waist to load and unload tools /equipment (cross arms, boring heads, etc.) to and from trailers, equipment, trucks, storage rack and/or work bench. Lift up to 65 pounds between waist and crown to load and unload tools/equipment to and from storage rack and utility trucks. (Seek assistance from heavy equipment or team member for loads heavier than 75 pounds).	1,2,3,4,5,7,8,9
Carrying	Carry up to 157 pounds of tools/equipment (cross arms, boring heads, etc.) up to 100 feet (Seek assistance from heavy equipment or team member for loads heavier than 75 pounds).	1,2,3,4,9
Pushing/Pulling	Push down up to 200 pounds with preferred or both feet for digging. Push and pull up to 10 pounds at heights from floor to 55 inches to use hot stick. Push and Pull up to 85 pounds with preferred hand while other stabilizes conduit at selected height to put in carrot. Push/pull up to 300 pounds at 0 inches to 48 inches to load transformers onto cart (2-person task).	1,2,3,4,5,7

Physical Demands	Description	Essential Function(s)
Climbing	Climb up to 12 steps ranging from 12 inches to 26 inches to get in/out of equipment, use ladders or climb distribution poles. May also wear 25-pound tool belt during tasks.	1,2,3,4,5,7,11
Reaching	Reach Forward, Lateral, and Overhead up to 24 inches bilaterally in various positions, including prone, to access work areas.	1,2,5
Gripping	Grip up to 75 pounds bilaterally to use hand tools and crimp wires.	1,2,5,7,11
Pinching	Pinch up to 10 pounds with preferred hand to handle small parts and equipment.	1,2,5,11
Low-level Activity	Low level activity for up to 15 minutes at a time to operate equipment or access work areas. (knee pads available).	1,2,5,7,9
Hand Coordination	Hand coordination bilaterally in various positions from low level to above shoulder to operate equipment controls, use hand tools, handle wire, write, and operate telephone and computer.	1,2,3,4,5,7,8,9,10,12

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 30 feet.
Noise	Various equipment, such as boring equipment, vacuum, landscaping equipment, etc.
Electricity	Exposure to electricity and risk of electrical shock.
Chemicals	Various toxic or caustic chemicals.

Knowledge, Skills, and Abilities

- **Technical Expertise:** Strong knowledge of electrical distribution and transmission systems, including overhead and underground construction, maintenance, and repair.
- **Supervisory Experience:** Proven ability to lead and manage a team, including assigning work, providing guidance, and conducting performance evaluations. Two years of supervisory experience preferred.
- **Safety Knowledge:** Thorough understanding of electrical safety regulations and best practices, including the APPA Safety Manual.
- **Project Management Skills:** Ability to plan, organize, and execute projects on time and within budget.
- **Communication Skills:** Excellent verbal and written communication skills for interacting with crews, customers, and other stakeholders.
- **Problem-Solving Skills:** Ability to analyze issues, identify solutions, and make sound decisions.
- **Physical Fitness:** Ability to perform physically demanding tasks in various weather conditions and work after regular hours.
- **Valid Driver's License:** A valid commercial driver's license (CDL).
- **Education and Experience:** A high school diploma or GED and eight to nine years of experience as an Electric Line Worker. Certification as a Journeymen Line Worker. Associate's degree in Power Line or Equivalent Program.
- **After-Hours Support:** After-hours support for on-call duties, special events, and weather-related emergencies.
- **Employee Evaluations:** Conducts performance evaluations for line crew employees.
- **Other Duties:** Performs related work as assigned.

Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions, including, but not limited to, safety glasses, safety-toed shoes, flame-retardant clothing, rubber gloves/sleeves, hard hat, fall protection, and face shield.

Other Requirements:

- Strong written and verbal communication skills.
- Sound analytical skills.
- Excellent time management and organization skills.
- Skilled in Microsoft Excel, Word, and AMU purchase order and billing software, GIS, and MPower Software, or able to quickly become proficient.
- Detail-oriented.
- Maintain a strong sense of confidentiality.
- Able to work in a team environment.

Licenses, Certifications, and Residency Requirements

- Iowa Driver's License.
- Commercial Driver's License with Air Brake Endorsement.
- Must reside in the Algona Municipal Utilities service area or other area as approved by the General Manager.

Conditions of Employment:

- Post-offer, pre-employment DOT drug screen, if candidate has CDL.
- Post-offer, pre-employment physical exam.
- Background investigation.
- E-Verify Process.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health, safety, or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.