



## *Heartland Values, Flowing Opportunities*

Employment Opportunity – Join the City of Napoleon

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### **Electric Line Foreman**

The City of Napoleon is currently accepting applications for the position of Electric Line Foreman. This position is responsible for performing electrical engineering duties, including supervising and directing line crews, clearance crews, and service truck operations. The role ensures adherence to safety practices and conducts annual performance evaluations for assigned personnel. Additional responsibilities include managing field inventory installation and retrieval, supervising contractors, and performing related duties as required. This position maintains daily work logs for supervised personnel and keeps accurate records of construction plans. In the absence of the Electrical Distribution Superintendent, this position assumes those responsibilities and acts in that capacity. This is a full-time position with a pay rate of \$39.86 - \$48.84 per hour depending on education, experience, certifications, and qualifications. Applicant must maintain a valid State of Ohio CDL and Ohio Driver's License. Applicants must have previous 1<sup>st</sup> class lineman experience and to have completed the four (4) year lineman program. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio, 43545 or at [www.napoleonohio.com](http://www.napoleonohio.com). A completed application must be returned by 4:00 p.m. on Monday, May 4<sup>th</sup>, 2026, to be considered. The City of Napoleon is an Equal Opportunity Employer.

**Contact the City of Napoleon with questions at (419) 592-4010  
or [info@napoleonohio.com](mailto:info@napoleonohio.com)**

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## **Electric Line Foreman**

Department: Electric Department  
Reports To: Electrical Distribution Superintendent  
FSLA Status: Hourly (Non-Exempt)  
Civil Service: Classified (Non-Competitive)  
Union: Non-Bargaining  
Approved By: Lori Siclair, City Manager  
Approved Date: Febuaury 26, 2026

### **SUMMARY**

Performs electrical engineering duties; supervises and instructs line crews, clearance crews and service truck; responsible for safety practices and yearly evaluations of assigned personnel; responsible for field inventory installation and retrieval; supervises contractors and performs related duties as required. This employee is also responsible for keeping daily work logs of supervised personnel and records of construction plans. This employee acts as the Electrical Distribution Superintendent in the absence of the Electrical Distribution Superintendent.

### **PROBATIONARY PERIOD**

There will be a six (6) month probationary period during which this employee will be given an opportunity to become familiar with the job duties and provide evidence of their abilities. Because of the complexity of the work, the probationary period may be extended an additional amount of time up to (but not to exceed) six (6) months.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(The listed examples may not include all duties found in this class).

- Prepares and assists in electrical construction drawings and layouts.
- Responsible for calculation of quantities.
- Responsible for keeping daily work logs of supervised personnel and records of construction plans.
- Coordinates engineering function of the department with other City departments and other governmental agencies as assigned.
- Confers with contractors and representatives of governmental agencies on construction design problems.
- Designs new electrical installation such as over head and under ground electrical lines and transformer banks including metering.
- Prepares material cost estimates on construction projects.
- Performs electrical inspections as required.
- May be subject to be placed on the standby rotation with the permission of the Electrical Superintendent.
- Assist in making electrical repairs as required.
- Maintains working relationships with trade and professional groups, customers, and public and community agencies.
- Confers frequently with the Electrical Distribution Superintendent concerning personnel and ongoing projects.
- Must be an example to subordinates concerning safety practices and utilization of safety equipment.
- Performs related duties as required.

## **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of engineering principles and practices of electrical design and construction as related to the preparation of plans and specifications for a wide variety of electrical projects.
- Thorough knowledge of electric distribution construction materials and standards.
- Good knowledge of approved standards of safety as related to electrical designs and specifications.
- Good ability to instruct and supervise subordinate personnel and the ability to control emergency situations.

## **EDUCATION and EXPERIENCE**

- High school diploma or equivalent.
- Must have previous 1<sup>st</sup> class lineman experience and completion of a four (4) year lineman program.
- Must possess a valid State of Ohio Commercial Driver's License Class A.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Must be able to lift and move up to fifty (50) pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

This job is performed on and off-site unless otherwise directed.