



JOB DESCRIPTION

Title: Apprentice Lineman

Department: Electric

Reports to: Electric Superintendent

Pay Grade: 65

Date Adopted: December 26, 2019

Previous Revision Date: November 12, 2019

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☒ Yes

☐ No

Job Summary:

Performs semi-skilled line work in the operation, construction, maintenance, and repair of overhead and underground electric distribution and transmission systems under the direct supervision of a Journeyman Lineman, Electric Department Foreman, or Electric Department Superintendent.

Essential Functions:

Under the direct supervision of a Journeyman Lineman, Electric Department Foreman, or Electric Department Superintendent an Apprentice Lineman's essential functions include:

1. Hands-on completion of new construction and rebuild projects (overhead and/or underground), completing all steps necessary to complete assignment. Follow safety and proper procedures in all phases of the project. Assist in providing proper documentation at completion of project for recordkeeping.
2. Hands-on completion of maintenance activity (overhead and/or underground) for the electric system. React to needs that are identified during other work on the system, as well as follow prescribed preventative maintenance tasks. Follow safety and proper procedures for all activities. Assist in providing proper documentation at completion of task for recordkeeping.
3. Complete tree trimming as needed.
4. Complete miscellaneous work as needed by the Department or other City Departments. Including items such as, vehicle and equipment maintenance, departmental assistance, replacing lighting at recreational complex, etc.

5. Complete on-call duty as required. Complete all on-call assignments during on-call period including emergency outages and repairs, out-of-service conditions, and substation monitoring.
6. Perform routine maintenance and repair of plant equipment and distribution, production, and collection system.
7. Perform, install, and maintain locates, service connects and disconnects, traffic signals and street lights, meter install and changes, and security lights.
8. Perform construction, installation, maintenance, and repair of electrical distribution and transmission lines. Set poles, string wire, and hang or install transformers, lightning arrestors, cutouts, cross arms, and insulators. Install and connect meter reading equipment, switches, lightning arrestors, and related components.
9. Drive and operate a line truck with various types of equipment attachments, such as hydraulic derrick and pole hole auger.
10. Operate medium to heavy equipment in the general maintenance of electric system. This equipment may include Bucket Truck, Skid Loader, Dump Truck, Trencher, Wire Puller, and Wood Chipper, as well as other related equipment.
11. Subject to emergency response in the event of utility outages or emergencies.

The following essential functions are not required to be performed under the direct supervision of a Journeyman Lineman, Electric Department Foreman, or Electric Department Superintendent.

12. Work with other City Departments for snow removal and general clean up after storms or other emergencies.
13. Ability to perform CPR and administer first aid including pole top rescue techniques.
14. May be called to respond to alarms while off duty or be required to stay past shift to complete a call of service.
15. Comply with all of the Department's safety policies and rules. Must report safety violations and potential safety violations to their supervisor.
16. Travel and tour City projects in adverse conditions, to include but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
17. Perform services when exposed to extreme temperatures and adverse weather conditions; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents; and when one hundred plus feet (100+') above grade.

18. Keep confidential information confidential and be HIPPA compliant.
 19. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 20. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 21. Perform other work which is consistent with the essential functions of the job.
 22. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Must obtain a CDL endorsement within ninety (90) days from date of hire.

Must have completed an accredited entrance level line works course.

Experience:

None

Skills:

1. Ability to establish and maintain effective working relationships with general public, co-workers, other City employees, and superiors.
 2. Good oral and written communication skills.
 3. Good listening skills.
 4. Manual dexterity.
 5. General construction skills.
 6. Good driving skills.
 7. Ability to read and comprehend.
 8. Ability to prioritize work.
 9. Operation of heavy and light construction equipment.
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Mental Requirements:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.

7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Diplomacy and judgement.
 12. Logical reasoning.
 13. Ability to adapt to changing environment.
 14. Concentration.
 15. Ability to analyze problems and recommend possible solutions.
 16. Ability to read and interpret blueprints and write specifications.
 17. Knowledge of the physical layout of the Department's service area, including street locations.
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Physical Requirements:

1. Ability in climbing poles and working at moderate heights.
 2. Ability to perform pole top rescue annually.
 3. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 100 lbs.
 4. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
 5. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 6. Ability to withstand extreme weather conditions.
 7. Exposure to vibrations.
 8. Ability to transverse rough terrain on foot.
 9. Ability to work with exposure to noise.
 10. Ability to distinguish among colors.
 11. Ability to drive city vehicle.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

December 26, 2019