



## **Apprentice/Third Class Lineman**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** First Class Lineman

**SUPERVISE:**

### **SUMMARY DESCRIPTION**

Responsible for assisting with various semi-skilled maintenance activities for the city's electric transmission and distribution system. An incumbent will be required to perform duties on a 24/7 on-call basis in cases of an emergency.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Assists in the construction, inspection, installation, maintenance, repair and operation of all facets pertaining to the city's electrical transmission and distribution system.

Assists in digging trenches and holes, setting poles, installing pole cross arms and fixtures.

Assists in performing various ground level line maintenance activities, under supervision, including routing electrical lines and wires, line patrolling, insulator/arrestor replacement, hardware tightening, resetting oil circuit reclosures, fuse replacement, tree cutting/trimming, and basic troubleshooting techniques.

Assists in changing circuits and transferring services.

Assists in performing various installation activities including the installation of meters and related measurement devices, house and commercial service drops, circuit regulators and controlling devices, capacitors, voltage regulators, instrument transformers and other line equipment.

Assists in ensuring that inspections are completed on circuit breakers and transformers, including checking bushings and connections, prior to installation.

Assists in performing repair and replacement of street lights.

Administers first aid to injured persons; requests medical attention for individuals, when needed.

Responsible for maintaining awareness of the direction of line feeds and the location of reclosing and switching devices.

Maintains work area in a clean and orderly condition, including snow removal.

Operates various light departmental equipment, machinery, vehicles and hand, power and electric tools necessary in the performance of duties and according to established guidelines.

Loads, unloads, and hauls materials and equipment to and from job sites.

Responsible for maintaining a safe work environment in the performance of duties.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Performs preventive maintenance on assigned vehicles and equipment; refers defects or needed repairs to supervisor.

Receives citizen complaints and handles situation and/or refers individual to supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies, power companies and municipal officials.

Performs duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- First aid principles and the techniques of administering emergency medical aid including CPR and pole top resuscitation.

### **Ability to:**

- Learn and apply federal, state and local regulations, codes, standards and specifications pertaining to electric line construction, inspection, installation, maintenance and repair.
- Learn and apply general techniques, methods and practices used in electric transmission and distribution including construction, inspection, installation, maintenance, repair and operational activities.
- Learn to operate various light vehicles, machinery, equipment and tools pertaining to the construction, inspection, installation, maintenance and repair of an electric transmission and distribution system.
- Learn to apply techniques used in emergency and evacuation procedures.
- Learn the precautions necessary to work safely with and around electric distribution systems in order to promote a safe working environment.
- Learn the geography of the city and the electric transmission and distribution system.
- Learn the city's responsibilities and ability to use independent judgement in the performance of duties.
- React quickly and calmly in emergencies.



- Upon accumulating experience, ability to work from a bucket truck, and in other precarious places.
- Accurately read and interpret line construction plans, technical sketches, blueprints and instructional manuals.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Load and unload heavy equipment and tools.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees and municipal officials.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 disabilities to perform the essential job functions.*

**Environment** Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the electric transmission and distribution system. Duties require the ability to tolerate an indoor and work environment which includes contact with dirt, dust, chemicals, cleaning solvents, bacteria, noise and inclement weather conditions.

**Physical** An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to climb poles, operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

### **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

Graduation from high school or GED equivalent.

**Additional Requirements:**

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must possess a valid driver's license and obtain a CDL within a time frame established by employer.

Obtain a CPR and pole top resuscitation certification within a time frame established by employer.

**Regular Full-Time Grade F**