



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.

Grade F

Employment History (List past employers, starting with the most recent, including military. List others on separate page)

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Employer _____

Address _____

From: _____ to: _____ Phone: _____ Supervisor: _____

Job Title: _____ Start \$: _____ Final: _____

Summarize the nature of work performed and job responsibilities: _____

Security

Have you ever used any names or social security numbers other than those on this application?
Yes No

If so, please explain _____

Job Duty Information

Have you received a description of the job or been made aware of the essential functions of the job you are applying for? Yes No

If the job requires, do you have the appropriate valid driver's license? Yes No

DL #: _____ Type: _____ State: _____ Date of Issue: _____

Have you had your driver's license suspended or revoked, or had your driving privileges modified by a court of law? Yes No

If yes, please explain _____

Please list all states from which you hold or have held a driver's license: _____

Educational Background

Name and Location	Years Completed	Did you Graduate?	Course of Study
High School _____			
College _____			

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with us. _____

Please list any other licenses or certificates you may have that relate to the position applied for: _____

References

Include any individuals familiar with your work ability. Do not include relatives.

Name _____

Name _____

Address _____

Address _____

Phone _____ Years Known _____

Phone _____ Years Known _____

Relationship _____

Relationship _____

Name _____

Name _____

Address _____

Address _____

Phone _____ Years Known _____

Phone _____ Years Known _____

Relationship _____

Relationship _____

Comments

Certification and Release

I certify that I have read and understand foregoing Application for Employment and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this Application may result in rejection of my Application, rescinding an offer, or discharge at any time during my employment.

I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Wahoo. I authorize the City of Wahoo and/or its agents, including consumer reporting bureaus, to verify any of the information contained on this Application including, but not limited to, criminal history and motor vehicle driving records prior to or upon my employment by the City of Wahoo. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

I understand that the use of illegal drugs is prohibited during employment. As company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

Furthermore, I understand that, if hired, my employment will be strictly at will. That means that my employment is for an indefinite period and that the City of Wahoo or I may terminate the employment at any time, for any or no reason, with or without notice or intermediate steps, subject, however to personnel policies of the City of Wahoo. I further understand that no verbal statements or statements in any City of Wahoo policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. I understand that no representative of the City of Wahoo has the authority to make any assurance to the contrary.

I have read and reviewed the information provided in this Application and the above statements. By signing this Application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature: _____ Date: _____

Regular Full-Time

Approved 11/9/2017

	1	2	3	4	5	6	7	8	9
A	\$ 14.27	\$ 14.70	\$ 15.14	\$ 15.59	\$ 16.06	\$ 16.54	\$ 17.04	\$ 17.55	\$ 18.08
B	\$ 14.98	\$ 15.43	\$ 15.90	\$ 16.37	\$ 16.87	\$ 17.37	\$ 17.89	\$ 18.43	\$ 18.98
C	\$ 15.73	\$ 16.21	\$ 16.69	\$ 17.19	\$ 17.71	\$ 18.24	\$ 18.79	\$ 19.35	\$ 19.93
D	\$ 16.52	\$ 17.02	\$ 17.53	\$ 18.05	\$ 18.59	\$ 19.15	\$ 19.73	\$ 20.32	\$ 20.93
E	\$ 17.35	\$ 17.87	\$ 18.40	\$ 18.95	\$ 19.52	\$ 20.11	\$ 20.71	\$ 21.33	\$ 21.97
F	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.50	\$ 21.11	\$ 21.75	\$ 22.40	\$ 23.07
G	\$ 19.12	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.52	\$ 22.17	\$ 22.84	\$ 23.52	\$ 24.23
H	\$ 20.08	\$ 20.68	\$ 21.30	\$ 21.94	\$ 22.60	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44
I	\$ 21.08	\$ 21.72	\$ 22.37	\$ 23.04	\$ 23.73	\$ 24.44	\$ 25.18	\$ 25.93	\$ 26.71
J	\$ 22.14	\$ 22.80	\$ 23.49	\$ 24.19	\$ 24.92	\$ 25.66	\$ 26.43	\$ 27.23	\$ 28.04
K	\$ 23.25	\$ 23.94	\$ 24.66	\$ 25.40	\$ 26.16	\$ 26.95	\$ 27.76	\$ 28.59	\$ 29.45
L	\$ 24.41	\$ 25.14	\$ 25.89	\$ 26.67	\$ 27.47	\$ 28.30	\$ 29.14	\$ 30.02	\$ 30.92
M	\$ 25.63	\$ 26.40	\$ 27.19	\$ 28.00	\$ 28.85	\$ 29.71	\$ 30.60	\$ 31.52	\$ 32.47
N	\$ 26.91	\$ 27.72	\$ 28.55	\$ 29.41	\$ 30.29	\$ 31.20	\$ 32.13	\$ 33.10	\$ 34.09
O	\$ 28.26	\$ 29.10	\$ 29.98	\$ 30.88	\$ 31.80	\$ 32.76	\$ 33.74	\$ 34.75	\$ 35.79
P	\$ 29.67	\$ 30.56	\$ 31.47	\$ 32.42	\$ 33.39	\$ 34.39	\$ 35.43	\$ 36.49	\$ 37.58
Q	\$ 31.15	\$ 32.09	\$ 33.05	\$ 34.04	\$ 35.06	\$ 36.11	\$ 37.20	\$ 38.31	\$ 39.46
R	\$ 32.71	\$ 33.69	\$ 34.70	\$ 35.74	\$ 36.81	\$ 37.92	\$ 39.06	\$ 40.23	\$ 41.43
S	\$ 34.34	\$ 35.37	\$ 36.44	\$ 37.53	\$ 38.66	\$ 39.81	\$ 41.01	\$ 42.24	\$ 43.51
T	\$ 36.06	\$ 37.14	\$ 38.26	\$ 39.41	\$ 40.59	\$ 41.81	\$ 43.06	\$ 44.35	\$ 45.68
U	\$ 37.86	\$ 39.00	\$ 40.17	\$ 41.38	\$ 42.62	\$ 43.90	\$ 45.21	\$ 46.57	\$ 47.97
V	\$ 39.76	\$ 40.95	\$ 42.18	\$ 43.44	\$ 44.75	\$ 46.09	\$ 47.47	\$ 48.90	\$ 50.36
W	\$ 41.75	\$ 43.00	\$ 44.29	\$ 45.62	\$ 46.99	\$ 48.40	\$ 49.85	\$ 51.34	\$ 52.88
AA	\$ 43.83	\$ 45.15	\$ 46.50	\$ 47.90	\$ 49.33	\$ 50.81	\$ 52.34	\$ 53.91	\$ 55.53
BB	\$ 46.03	\$ 47.41	\$ 48.83	\$ 50.29	\$ 51.80	\$ 53.36	\$ 54.96	\$ 56.61	\$ 58.30
CC	\$ 48.33	\$ 49.78	\$ 51.27	\$ 52.81	\$ 54.39	\$ 56.02	\$ 57.70	\$ 59.44	\$ 61.22
DD	\$ 50.74	\$ 52.26	\$ 53.83	\$ 55.45	\$ 57.11	\$ 58.82	\$ 60.59	\$ 62.41	\$ 64.28
EE	\$ 53.28	\$ 54.88	\$ 56.52	\$ 58.22	\$ 59.97	\$ 61.77	\$ 63.62	\$ 65.53	\$ 67.49

Affects payroll issued 11/17/2017

CITY OF WAHOO, NEBRASKA

This provides an outline of available benefits for full-time employees as of February 1, 2018. Further details are available in the City of Wahoo Personnel Policy Manual and insurance and retirement plan documents.

Salaries:

Salary scales have been established for each job description. Annual performance evaluations are conducted for all employees.

Vacation: Vacation is earned at the following rates:

1-7 years – 80 hours of vacation earned

8-17 years – 120 hours of vacation earned

18 years + -- 160 hours of vacation earned

Employees may not carry over more than 48 hours of vacation past their anniversary date. Accrued vacation is paid out at termination or retirement.

Holidays: Eleven holidays are observed, ten official holidays and one “floating holiday”, which is taken like a vacation day. Holidays are: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Personal Leave: Employees earn personal leave time, which can be used for illness of employee, family members, or other family concerns. Full time employees earn 96 hours per year of personal leave. Maximum accrual is 960 hours. Personal leave begins accruing immediately but cannot be utilized until after completing six months of employment. Personal leave is not paid out at termination or retirement, except in the following circumstances: 1) if an employee has worked 20 years and reached age 59 ½; or, 2) has worked 25 years, regardless of age; or 3) if age 59 ½ and has completed 10 years of service, would be entitled to receive half of accrued personal leave.

Funeral Leave: Three days are paid for death of close relative, one day for other relatives. No maximum number of days per year.

On Call Pay: Certain employees in the electric distribution and gas departments are on call on weekends or holidays. Compensation for being on call for a day is equivalent to two hours regular pay for that day. Any time worked while on call is overtime.

Overtime: Overtime is calculated after 40 hours worked in any one week (includes vacation, holiday, comp time, and personal leave taken during the week) and is paid at 1 ½ times regular hourly wage. Time worked on a holiday is considered overtime for most employees. (Police officers are paid their regular wage for working holidays, but receive a separate holiday compensation check twice a year.)

Comp time: Comp time is allowed, at the discretion of the department head. There is no maximum, but employees wishing to use overtime as comp time must take the time off within two weeks of earning the time, it cannot be carried over or banked.

RETIREMENT PLAN:

The City of Wahoo provides a defined contribution retirement plan for its employees. Participating employees contribute 6% and the City contributes a matching 6%. Employees select investment options from list of available funds. Eligible to enroll after six months of employment. Vesting in the City's contribution to retirement funds occurs as follows:

After 1 year of service	0%
2	20%
3	40%
4	60%
5	80%
6	100%

INSURANCE:

Benefit information provided here is subject to change, as premiums and employer/ employee contributions are reviewed annually. Insurance benefits are effective on the first day of the month following 30 days of employment. If dependents are not enrolled immediately, there are waiting periods for full benefits or additional premium requirements. (The exception would be a qualifying event – marriage, birth of a child, loss of employment by the spouse – but enrollment must occur within 30 days of the event)

Health Insurance:

(Through Blue Cross Blue Shield as of 1/1/17) At the present time the City of Wahoo pays all but 8% of monthly premium for health insurance for employee and 75% of premium for covered dependents. Two health insurance options are available: a PPO plan with \$2,000 individual deductible or a \$3,000 individual deductible HSA-qualified plan.

Dental Insurance:

(Currently through Principal) The City of Wahoo currently pays full premium for dental insurance for employee, and 75% of the premium for covered dependents.

Life Insurance:

A policy through Principal provides a \$20,000 benefit for employee, \$10,000 for spouse, \$5,000 for child. The City of Wahoo currently pays full premium for life insurance for employee and family.

Long Term Disability:

(Through Principal) The City of Wahoo pays premium for a long-term disability policy, with benefits effective after six months of continuous absence from work.

FLEXIBLE BENEFITS PLAN:

Employees who are enrolled in the PPO health plan may enroll in a flexible benefits plan, which allows pre-tax contribution of employee share of insurance premiums, and/or contributions to unreimbursed medical expense account. Contributions may also be made to a dependent care expense account. This is a "use it or lose it" account: if you do not use the amount set aside for medical or dependent care expenses for the plan year, it does not roll over to the next year and you do not get it back.

Employees enrolled in the HSA-qualified health plan may elect payroll contributions into their designated HSA bank account. At the present time the City of Wahoo provides a payment into the employee's HSA account.

BENEFITS CHOICES INFORMATION

Insurance coverage begins on the first of the month after 30 days of employment

HEALTH INSURANCE:

Blue Cross Blue Shield (plan options effective through November 30, 2018)

2 plans available, either a PPO plan with \$2,000 deductible (BlueFreedom Opt 31)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
PPO Single	\$ 755.70	\$ 695.24	\$ 60.46
PPO 2-party	\$1586.95	\$1318.68	\$268.27
PPO Emp/ch	\$1322.47	\$1120.32	\$202.15
PPO Family	\$2115.96	\$1715.43	\$400.53

or a high-deductible HSA-qualified plan with \$3,000 per person deductible (BlueFreedom HSA Opt 55)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
HSA Single	\$ 644.92	\$ 593.33	\$ 51.59
HSA 2-party	\$1354.33	\$1125.39	\$228.94
HSA Emp/ch	\$1128.61	\$ 956.10	\$172.51
HSA Family	\$1805.76	\$1463.96	\$341.80

Employees who select the high-deductible plan can request a payroll deduction to be deposited in their HSA bank account. The City will also contribute monthly to the HSA account.

Opt 31 info
Opt 55 info
Enrollment Form
COBRA info
Release of Information

DENTAL INSURANCE:

Principal (plan options effective through December 30, 2018)

	<u>Total premium (monthly)</u>	<u>City pays</u>	<u>Employee pays</u>
Single	\$ 34.46	\$ 34.46	\$ 0
2-party	\$ 65.59	\$ 57.81	\$ 7.78
Family	\$ 103.99	\$ 86.61	\$ 17.38

LONG TERM DISABILITY INSURANCE:

Principal:

City pays the entire premium

LIFE INSURANCE:

Principal:

\$20,000 life insurance policy on employee; \$10,000 policy on spouse, \$5,000 on child
City pays the entire premium.

Dental Booklet
Long Term Disability Booklet
Life Booklet
Enrollment Form
Cobra Form

RETIREMENT PLAN:

Eligible to participate in the Retirement plan after six months of employment.

Retirement Plan Booklet with forms

CAFETERIA PLAN—FLEX ACCOUNT:

First Concord Benefits Group

Participation in the cafeteria plan allows:

- Premiums for certain types of insurance to be taken through a pre-tax payroll deduction;
- Putting funds in a medical spending account for unreimbursed medical expenses (on a calendar year basis – expenses must occur during that calendar year);
- Putting funds in a dependent care spending account for child care expenses (on a calendar year basis)

If you do not participate in the cafeteria plan, insurance premiums are deducted after taxes.
Contributions to medical and dependent care spending accounts are optional.

Sec. 125 Enrollment Form
Info on qualified expenses

SUPPLEMENTAL INSURANCE POLICIES:

The City provides payroll deduction for employee premiums for American Family Life Insurance (AFLAC) and Colonial Life Insurance, for a variety of supplemental policies (accident, cancer, hospital, etc.), and Ameritas (VSP Vision Insurance). These are optional. If you would like to learn more, the office can get your contact information for agents for these companies.