



JOB DESCRIPTION

APPRENTICE THROUGH JOURNEYMAN LINEMAN

Job Title: **Apprentice through Journeyman Lineman**
Department: **Operations**
Directly Reports To: **Chief Area Serviceman, Lead Lineman, Construction Foreman, or Assigned Supervisor**
Reports To: **Manager of Operations**
FLSA Status: **Nonexempt**
Prepared By: **JEJ – 01/01/07**
Updated By: **TLN – 07/30/10**

SUMMARY

A lineman provides reliable and continuous service by acquiring the specialized technical skills necessary for the construction, operation, and maintenance of a reliable electric system. These positions form a regular progression of training and experience, each step building on the previous steps. Previous experience as a groundman and the ability to work effectively on a pole are important.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position include the following. Other duties may be assigned.

Apprentice – 1st Level

- When working with other linemen on a pole, this employee always works in the lower position.
- Pole work normally shall be limited to new construction and completely de-energized poles, except for personnel assigned to maintenance crews or in emergency conditions.
- Frames erected poles and hangs guys to poles.
- Hangs transformers, reclosers, and other equipment on cold poles. On occasion and under close supervision, may be asked to perform work on hot poles.
- Makes connections on meter loops, transformers, and other equipment on cold poles.
- Assembles meter loops from line materials in the warehouse.
- Strings and ties in conductors on poles and lays underground cable.
- Makes splices in underground cable and overhead and underground transformer connections on de-energized lines only.
- Safety practices and training shall include more advanced first aid, including pole top resuscitation, instruction and practice in the use of hot-line tools, ground gains, rubber and other grounding devices and practices. The employee shall wear rubber gloves while working on the poles to get used to the feeling of working with protective equipment.
- Receives instruction in basic electrical theory, including circuits and grounding connections.
- Learns to read staking sheets to determine types of construction and materials needed.
- To advance to 2nd Level, must complete year 1 of the merchant lineman training program.

Apprentice – 2nd Level

- Continues to work in the lower position when on a pole with another lineman. If the pole is hot, a journeyman lineman, lead lineman, or construction foreman must be on top.
- Works on secondary voltages under close supervision.

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- Makes routine secondary connections on meter loops under close supervision.
- Receives advanced first aid practices and trainings, as well as the techniques of working on hot lines.
- Operates and works from polecat, basket trucks, and other special equipment on cold construction work under close supervision.
- Understands the electrical flow throughout the system and the directions from which each section can be fed.
- Is familiar with the theory relating to small voltage connections.
- Learns the most important provisions of the RUS specifications for line construction and maintenance.
- Graduates of a two-year technical school will start at this grade.
- To advance to 3rd level, must complete year 2 of the merchant lineman training program.

Apprentice – 3rd Level

- Normally continues to work in the lower position when on a pole with another lineman. If pole is hot, a journeyman lineman or line foreman must be on top.
- Works regularly on secondary voltages and occasionally on primary voltages under close supervision.
- Installs and makes connections on transformers and reclosers under close supervision.
- Completes requirements for advanced first aid certificate and gains continued skill in the advanced use of all protective equipment. Demonstrates the ability to use such equipment properly.
- Receives advanced training in electrical theory and understands transformers, bank connections, and the basic principles of voltage regulation and metering.
- Learns the most important provisions of RUS specification for three-phase line construction and maintenance.
- Is able to read and follow system maps and is familiar with all electrical costs which apply to the work of the District.
- Is able to prepare and maintain necessary transformer and meter records.
- Understands and is able to explain the District's electrical rates using a rate schedule.
- To advance to 4th level, must complete year 3 of the merchant lineman training program.

Apprentice – 4th Level

- Continues to work in the lower position on hot poles, but can be expected to work on top on cold poles.
- Performs all kinds of line work on energized lines under the supervision of a journeyman lineman, lead lineman, and/or construction foreman.
- Under supervision, operates and works from polecat, bucket truck, and other special equipment on maintenance work on energized lines.
- Helps install capacitors, voltage regulators, instruments, transformers, and other line equipment.
- Assists in substation maintenance.
- Obtains and maintains first aid and CPR certificates.
- Receives advanced training in electrical theory with a focus on the understanding of wiring diagrams.
- To advance to the journeyman level, must complete year 4 of the merchant lineman training program.

Journeyman

- Works in the top position on a pole except when working with a line foreman. Provides supervision and assistance to other lineman below him/her on the pole.
- Performs all aspects of line work without direction or supervision.
- Keeps first aid and CPR certificates current.
- Uses electric theory previously learned and knows the principles of voltage regulation.
- Inspects and reports to proper authorities all line and equipment irregularities noted in the course of field work.
- Possesses a knowledge of the District's billing procedures and is able to explain them when answering customer questions or collecting bills.

- Supervises the work of apprentice linemen and/or groundmen as assigned.
- Fills in for the construction foreman and/or lead lineman as assigned.

ADVANCEMENT

The training period for each level from apprentice – 1st level to journeyman shall be approximately one year. Promotion will be contingent upon successful completion of all aspects of training for that level, including the completion of technical training, correspondence courses, and demonstrated proficiency.

Upon completion of each training period, the trainee’s progress will be evaluated by his/her supervisor. Advancement will be evaluated by his/her supervisor and will be approved or denied. If denied, period reappraisals will be made until a final determination is made.

DUTIES PERFORMED

All linemen attend safety, linemen, and other meetings as necessary. Linemen must be able to perform cardio-pulmonary resuscitation and pole top rescue. Linemen may perform other duties as necessary and assigned.

EXTERNAL RELATIONSHIPS

Consumers – The employee must provide efficient, helpful, and courteous service, resulting in good consumer relations.

General Public – The employee must maintain friendly, cooperative relationships with the general public in the performance of these responsibilities so that the image of the District will be a favorable one.

SUPERVISORY RESPONSIBILITIES

Supervisory duties vary. When supervising others, he/she carries out supervisory responsibilities in accordance with the District’s policies and applicable laws.

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.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- Technical courses leading to lineman certification
- Previous experience as a groundman is desirable
- Each step of the progression requires successful completion of Dawson Public Power District’s line apprenticeship program, including completion of written tests, or a similar program
- Equivalent combination of education and experience
- Must be familiar with RUS material specifications, National Electrical Safety Code, and the District’s service rules and regulations

LANGUAGE SKILLS

This position requires the employee to have the ability to read and interpret documents such as safety rules, technical manuals, maps, operating and maintenance instructions, and procedure manuals. The employee must have the ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

The ability to work with mathematical concepts such as probability and statistical inference, the fundamentals of plane and solid geometry, and trigonometry are required of this position. The employee must also possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

This position requires the ability to use office machines such as computers, printers, copiers, calculators, and fax machines. The employee must have a working knowledge of basic computer programs, including Microsoft Office (Word, Excel, and Outlook). This position also requires the use of industry-specific programs and devices, for which training will be provided.

REASONING ABILITY

The employee must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. He/she must also have the ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Nebraska commercial driver's license (CDL) is required.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, and feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.

Night, weekend, and holiday work is required when necessary. The employee must be available for on-call rotations.