

To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

APPRENTICE LINEWORKER II

Department: Electric - Line
Pay Grade: 633
FLSA Status: Non-Exempt
Reports to: Line Crew Chief or Line Crew Supervisor
Effective Date: July 30, 2018

JOB SUMMARY

This position assists Journey Lineworkers and experienced Apprentice Lineworkers in constructing, operating, and maintaining overhead and underground electric transmission and distribution systems. Works under the supervision of Journey and Lead Lineworkers performing basic work site duties as well as working from a bucket with a Journey Lineworker, operating a derrick truck, and climbing poles. Can perform tasks on dead and grounded lines as well as limited energized (hot) work as needed. Receives instruction and monitoring of work tasks to ensure safety near energized conductors, equipment, and electrical accessories.

JOB FUNCTIONS

Essential Functions:

- Assists journey lineworkers in all phases of line work. This includes, but is not limited to: loading and unloading of tools, equipment and materials by hand or mechanical means; digging holes and trenches, and backfilling and tamping by hand; properly laying out and preparing tools, materials and equipment for use by lineworkers then, properly cleaning and stowing of tools and equipment upon completion of work; pulling wires and cables by hand or mechanical means; installing ground rods using a sledge hammer or other means; patrol power lines; properly splice wires and make other electrical connections using correct materials, tools and procedures; dismantle used and salvageable materials; and, clean-up work areas and keep assigned trucks and trailers clean.
- Reads and interprets drawings and maps, specifications, staking sheets, and pole framing diagrams.

- Observes the basic principles of electricity, and becomes familiar with electric distribution and transmission layouts, types of equipment used and provisions of various electrical codes.
- Observes safety policies and safety hazards of the job. After proper training, uses all first aid materials and proper CPR techniques.
- Assists with Traffic control by placing traffic cones and/or signs or manually directing traffic on rural or major highways.
- Becomes familiar with and observe the requirements of employer's Electric System Operations Manual.
- Climbs poles and ladders, and works from a bucket truck. This job requires employees to work at various heights above ground for extended periods of time, and can be hazardous due to falls, and/or working on or near energized electric lines and equipment.
- Observes methods of overhead and underground line construction by: framing and setting poles; stringing and clipping-in lines; pulling and terminating cables; and installing and connecting various types of electrical equipment.
- Troubleshoots and properly maintains all types of electrical system equipment and components.
- Operates all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
- Repairs and/or replaces street lights and poles on major intersections and highways.
- Learns basic skills of dealing with customers and their problems.
- Carefully and safely drives and operates a derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
- Subjects to the limitations prescribed above, performs work on energized (hot) lines and equipment, under close supervision, observing and applying all safety rules and procedures for hot line work permits.
- Performs routine construction work and performs some operations on the electrical system, as directed, with little or no supervision.
- Makes common connections properly on distribution transformers, meter loops, and primary circuits, and checks for proper voltages.
- Trims trees by climbing or working from a bucket truck.
- Clears trees and undergrowth by use of hand tools, chain saws and other equipment.
- Observes proper use of chemicals for right-of-way maintenance.

Other Functions:

- Assists other departments as requested or required.
- Serves on a rotation of stand-by, 24-7 call out for any maintenance of power systems.
- Performs other related duties as required/assigned.

QUALIFICATIONS**Education and Experience:**

High School Diploma or an acceptable equivalency diploma (GED) and three (3) years of experience with a utility company building and maintaining distribution and transmission circuits, or an equivalent combination of education and experience.

Special Qualifications:

Possession of or ability to obtain a valid Driver's License within 60 days of employment.

If 21 years of age or older, applicant must obtain a valid Commercial Driver's License (CDL) within 1 year after the date of hiring. If less than 21 years of age, applicant must have a valid Driver's License and, within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.

Advancement Competency Requirements

In order to progress from Apprentice Lineworker II to Apprentice Lineworker III, an employee must demonstrate the following competencies, once in this position, by successfully completing the training and satisfactorily explaining and performing the tasks listed below:

Year One:

- Successfully complete the second year of the TVPPA Apprentice Training Program as prescribed by employer.
- Complete 8,000 hours of OJT (4 years)
- Complete 2,000 hours of OJT as Lineworker Apprentice II
- Install an underground secondary junction box
- Use a primary meter to determine if primary is energized or de-energized
- Frame single phase and three phase poles without assistance
- Demonstrate proficiency at climbing an energized pole and recognizing/identifying hazards
- Read and understand staking & spec sheets, and complete required paperwork
- Hang and connect a single phase transformer
- Learn and demonstrate proper use of "hot sticks"
- Demonstrate proficiency in working on voltages not exceeding 600 volts
- Demonstrate knowledge of underground operations, opening padmount transformers, connecting underground services.
- Identify underground metered equipment and their uses
- Identify underground PPE and grounding procedures
- Communicate ideas in a professional manner to others
- Demonstrate the ability to use Partner software

Knowledge, Skills, and Abilities:

- Knowledge of personal limitations and abilities to take appropriate actions in any situation.
- Knowledge of basic safety practices, safe work habits, and PPEs required in construction areas.
- Knowledge of various hand tools, their purpose, and proper operation.
- Skill in active listening to include giving full attention to what people are saying, asking questions as appropriate, not interrupting as needed to take direction, gathering information, and responding to instructions.
- Skill in hand-eye coordination with dexterity and ability to operate tools and equipment.

- Skill in using a chain saw, pruner, hand saw, tree saw, ax, bush hook or other line clearing tools.
- Ability to read and understand Riviera Utilities' Employee Handbook, Safety Manual, and other departmental operating manuals, policies, and procedures.
- Ability to verbally communicate clearly, accurately, and timely with customers, the public, other employees, and representatives from other utilities, power companies, and emergency personnel in person, by phone, and by radio.
- Ability to add, subtract, multiply, or divide all units of measure, estimate quantities, practical applications of fractions, percentages, ratios, and proportions.
- Ability to write legibly and with clarity as needed to complete forms with accuracy.
- Ability to exercise initiative, judgment and knowledge of Riviera Utilities practices, policies and organization.
- Ability to listen and convey information between coworkers, customers, the public, and other Riviera employees.
- Ability to properly maintain all tools, trucks, machines and other work equipment with which you work.
- Ability to display careful attention to detail, agreeable acceptance and prompt execution of all work assignments.
- Ability to exercise initiative, judgment, and reasoning while performing duties.
- Ability to have regular and predictable attendance at work.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for time entry.
- Ability to operate small/light equipment, such as power tools.
- Ability to operate medium equipment and machinery, such as vehicles.
- Ability to operate heavy or complex machinery, such as construction equipment.

PHYSICAL DEMANDS

The work is heavy work which requires the employee to lift 100 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Reaching, handling, feeling, seeing, climbing, hearing, kneeling, crouching, crawling, stooping, and balancing. Additionally, the following physical abilities are required:

- **Balancing:** sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** sufficient to ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** sufficient to move about on hands and knees or hands and feet.
- **Crouching:** sufficient to bend the body downward and forward by bending leg and spine.

- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: sufficient to apply pressure to an object with the fingers and palm.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORK ENVIRONMENT

The work environment outside in a variety of weather conditions, with some inside work under normal office conditions. Likelihood of responding to frequent after-hours trouble calls to restore power outages and problems. Likelihood of working continuous and lengthy hours with minimal rest during adverse weather conditions to correct hazardous situations and restore customer service. Routinely working in situations in which the individual is exposed to a definite risk of bodily injury.

The Apprentice II must be under constant supervision of a Journey I or above.

An Apprentice II may be allowed to work from a bucket truck in the minimum approach distance under the following conditions:

- The Apprentice II is working in a bucket alongside a 2nd bucket, with a Journey I or above in the 2nd bucket working close enough to oversee and instruct the Apprentice II at all times.

An Apprentice II may be allowed to work on security lights and secondary services, from the pole or from a bucket, as long as the Apprentice II stays below the Neutral conductor and outside the minimum approach distance.

An Apprentice II may be allowed to do work inside a padmount transformer or underground enclosure, if there is energized primary conductor present, with the direct supervision of a Journey I or above.