

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.

GROUNDWORKER

Department: Electric - Line
Pay Grade: 561
FLSA Status: Non-Exempt
Reports to: Line Crew Chief and Line Crew Supervisor
Effective Date: July 30, 2018

JOB SUMMARY

This is an entry level position responsible for assisting Journey Lineworkers and Apprentice Lineworkers in constructing, operating and maintaining both overhead and underground electric transmission and distribution systems. Works under the direct supervision of Journey and Lead Lineworkers primarily focused on getting and laying out tools, diggings holes, cleaning up work site, and assisting other experienced Line Workers as needed. Receives regular instruction and consistent monitoring of all work tasks to ensure safety near energized conductors, equipment, and electrical accessories.

JOB FUNCTIONS

Essential Functions:

- Loads and unloads tools, equipment, materials and supplies by hand or mechanical means to and from vehicles, trailers, warehouse or other storage areas and work sites.
- Digs holes and trenches by hand, when necessary, and installs poles, anchors, conduits and cables; and backfills and tamps holes and trenches when work is completed.
- Hoists materials to lineworkers using handlines or by other mechanical means.
- Lays out tools including handlines, blocks and tackles, coffering hoists, compression tools, etc. as required for each job and then properly returns all tools to storage.
- Prepares materials such as poles and transformers for installation, by attaching insulators, wires, brackets and other hardware according to specifications, while on the ground.
- Pulls various types of wires by hand or by mechanical means using appropriate tools for each job.
- Installs ground rods using sledge hammer or by other mechanical means and makes proper connection to the ground wire.

- Drives a derrick truck, bucket truck or other equipment that is used by the line crew (after proper instruction on such equipment).
- Patrols power lines.
- Dismantles salvaged materials and properly disposes of scrapped or junk materials.
- Connects permanent and temporary services in customer meter base.
- Operates hand and/or power tools to cut trees, brush and undergrowth to facilitate construction of overhead and underground power facilities.
- Cleans up work site after each job is completed and keep assigned trucks and trailers clean.
- Prepares various types of conductors for splices and connectors using the correct connector sizes and types, and compression tools, as directed. Work may be performed on the ground or at various heights above ground using ladders to access the level required.
- Replaces fuses and other electrical components, and operate sectionalizing devices using proper tools and safety equipment, as directed.
- Uses a plumb bob to plumb poles as they are being set.
- Assists Traffic Control with cones, stop/slow paddle warning signs.

Other Functions:

- Assists other departments as requested or required.
- Serves on a standby rotation. 7 week 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 no required experience, or an equivalent combination of education and experience.

Special Qualifications:

Must obtain a Forklift License within a year of hire. Must be certified in Pole Top and Bucket Truck Rescue after 6 months of hire.

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 Ground Worker to Apprentice Lineworker I, 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:

- Complete 2000 hours (1 year) of OJT
- Possess valid CDL class A driver's license, if over 21 years of age
- Use and maintain a ladder safely
- Inspect, use and care for ropes and hand lines
- Learn and practice traffic control (cones and flagging) ALDOT Handbook
- Successfully perform ground work duties as assigned
- Possess CPR & First Aid certification
- Know safety features of the chainsaw and all PPE associated with it
- Demonstrate proper chainsaw use

Year Two:

- Complete 4,000 hours of OJT (2 years)
- Identify, inspect, account for, and know uses of tools and equipment
- Install/splice conduit used for underground lines
- Learn materials and how to assemble them
- Identify and inspect all rubber goods and other protective equipment on truck
- Perform climbing maneuvers on de-energized poles
- Identify tools for underground work
- Identify different wire sizes (primary & secondary)
- Identify 400 amp meter – single phase or three phase
- Terminate underground secondary service in a meter base & perform the 9 step test
- Identify all labeling and tags on a padmount transformer, primary and secondary
- Be able to follow the instructions on a work order
- Learn bucket truck rescue and pole top rescue
- Be proficient in using a multi-meter on residential secondary voltage
- Operate an extendo stick replacing fuses on transformers and other devices
- Demonstrate proficiency in performing traffic control procedures; cones, signs, flags
- Demonstrate proficiency with derrick truck operations, loading poles & lifting transformers
- Understand all policies and procedures
- Know how to maintain and care for climbing tools

Knowledge, Skills, and Abilities:

- Knowledge of basic traffic laws, first aid, safety procedures, and regulations.
- Skill in hand-eye coordination with dexterity and ability to operate tools and equipment.
- Ability to perform basic maintenance tasks such as cleaning tools, trimming limbs, etc.
- Ability to work around hazardous conditions and machinery in a safe manner.
- Ability to interact with and maintain relationships between co-workers in a professional manner.
- Ability to operate basic vehicles, and equipment as needed to assist other experience staff and respond to requests.
- Ability to use basic hand tools including shovels, chainsaws, wrenches, hammers, power tools, and post-hole diggers.

- Ability to listen, understand, and act upon verbal or written instructions.
- Ability to work and maintain productivity in a solitary work environment or in a group setting.
- Ability to read, comprehend, and understand documents, tables, manuals, written procedures and policies.
- Ability to complete basic math operations: addition, subtraction, multiplication, division, and percentages.
- Ability to commit time and resources to continuous learning and improvement.
- Ability to communicate orally with a cross functional group of coworkers. (English Language required).
- Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
- Ability to work safely and within procedure constraints as stipulated within company policy; capable of being trained to and safe working standards.
- 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 very 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.

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 I

Department: Electric - Line
Pay Grade: 613
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 direct supervision of Journey and Lead Lineworkers primarily focused on getting tools, digging, flagging traffic, climbing poles with hooks, and cleaning the work area. Performs other duties as additional experience is gained and as the workload requires. Receives regular instruction and consistent 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 two (2) years of experience as a Ground Worker or comparable entry level 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 I to Apprentice Lineworker II, 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:

- Successfully complete the first year of the TVPPA Apprentice Training Program as prescribed by employer.
- Complete 6,000 hours of OJT (3 years)
- Complete 2,000 hours of OJT as Lineworker Apprentice I
- Install & maintain decorative street lights
- Read & understand standards and specifications
- Sag & connect service to house and meter poles
- Tie-in de-energized primary wire
- Operate bucket truck and derrick truck around de-energized lines
- Demonstrate proficiency at bucket truck rescue and pole top rescue
- Demonstrate proper use of voltmeter & ability to set meters
- Properly set up bucket truck and identify potential hazards.
- Identify and properly operate safety features on bucket truck.
- Perform pre-aerial inspection and operate bucket truck
- Demonstrate the ability to understand and follow instructions from superiors
- Follow all policies and procedures
- Work safely and look out for others; understand team work
- Be responsible, by demonstrating good attendance, punctuality, good working habits, and working relationships with others.

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

An Apprentice I may be allowed to climb a pole or work out of a bucket truck under the following conditions:

- The Apprentice I is working in a bucket with a Journey I or above.
- The primary conductor is dead and grounded, and an official Clearance has been issued by the Operations Center. Or the line is a new line that has never been energized and cannot be energized from any source.
- If there is energized primary attached to the pole, the Apprentice I shall not work above the Neutral conductor OR inside the minimum approach distance.

An Apprentice I **may** be allowed to do work inside a padmount transformer or underground enclosure, if there is energized primary conductor present as long as energized primary is covered up with the appropriate cover up and under the direct supervision of a Journey I or above.

An Apprentice I may be allowed to work on security lights, from the pole or from a bucket by himself as long as the Apprentice I stays below the neutral conductor and outside the minimum approach distance.

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.

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 III

Department: Electric - Line
Pay Grade: 643
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 limited supervision of Journey and Lead Lineworkers easily performing all basic work site duties, preparing the work site and handling simple tasks such as setting street lights and temporaries without instruction. Can operate a derrick truck, climb poles, and comfortably work in a bucket with a Journey Lineworker in an adjacent bucket. Performs tasks on dead and grounded lines as well as energized (hot) work. Receives limited 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.
- 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.
- 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 standby rotation, 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 four (4) years of experience with a utility company building and maintaining distribution and transmission circuits, or an equivalent combination of education and experience.

Special Qualifications:

The following certifications are required: CPR, First-Aid, and Pole Top and Bucket Truck Rescue Certifications.

Experience in operating excavating equipment, backhoes, and chainsaws is required.

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 III to Apprentice Lineworker IV, 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 third year of the TVPPA Apprentice Training Program as prescribed by employer.
- Complete 10,000 hours of OJT (5 years)
- Complete 2,000 hours of OJT as Lineworker Apprentice III
- Properly sag conductors
- Demonstrate proficiency in grounding procedures on single phase, V phase and three phase lines
- Complete 2 weeks of cross-training with the Substation Department
- Properly perform derrick operations, including setting poles near energized lines
- Demonstrate the ability to connect all three phase transformer banks
- Safely and proficiently work on energized single phase primary conductors
- Identify all different types of construction on the transmission and distribution systems
- Install a primary elbow on underground cable, install a padmount transformer, and terminate underground primary riser cables
- Demonstrate proficiency in getting a Hot Line Work Permit with the System Operations Center, including manually in a substation
- Operate a bucket truck safely around energized circuits
- Operate a derrick truck safely around energized circuits
- Demonstrate the ability to communicate professionally with customers and employees

Knowledge, Skills, and Abilities:

- Knowledge of Riviera's policies, procedures, practices, services, and organizational structure.
- Knowledge of computer software programs such as Word, Excel, Outlook, and Partner.
- Knowledge of transformers, underground services, substations, and grounding procedures.

- Knowledge of various construction types on both electric transmission and distribution systems.
- Skill in using climbing spurs, ropes, knots, tools and equipment used to trim a tree.
- Skill in problem solving by using logic and reasoning to evaluate information and consider alternatives based on the situation at hand.
- Ability to safely climb and work in precarious positions at considerable heights above the ground in order to cut or trim limbs near electric power lines.
- Ability to recognize when there is a problem or conditions likely to develop into a problem based on available data.
- Ability to visually inspect for abnormalities, identify inconsistencies, and potential problems.
- Ability to work alone or in groups with effective interpersonal skills and teamwork.
- Ability to manage time and project requirements as needed to respond in a timely manner with action or recommendations for action and to complete projects on time.
- Ability to operate and interpret various electric utility industry test equipment such as volt meter, clamp-on ammeter, phasing sticks, and ground resistance tester.
- Ability to operate machinery and equipment in a proficient manner such as: backhoe, front-end loader, dozer, trencher, track hoe, air compressor, winches, pumps, fusing machine, and various trucks with and without equipment hauling trailers.
- Ability to use, operate, and manipulate hand tools (powered and manual) with dexterity and precision such as chainsaws, voltmeters, extend stick
- Ability to make decisions, gather information, and analyze repercussion of actions.
- Ability to operate a vehicle safely, including trucks with standard shift, on and off the road, in all weather conditions.
- Ability to operate a personal computer to obtain and enter information, complete training sessions, and document activities.
- Ability to manage time and coordinate actions with a wide variety of people.
- Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
- 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 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 construction equipment.

PHYSICAL DEMANDS

The work is very 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 III must be under constant supervision of a Journey I or above.

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

- The Line Crew Supervisor, the Crew Chief and all the Lead Lineworkers of the crew unanimously agree that the Apprentice III has the skills necessary, has proven to be a safe worker, and is ready to accept the responsibilities of working in the minimum approach distance safely.

An Apprentice III shall not be allowed to work from a bucket truck in the minimum approach distance if:

- The leader of the crew or the lead person on the bucket truck does not feel comfortable letting the Apprentice III work in the minimum approach distance for any reason.

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 IV

Department: Electric - Administration
Pay Grade: 653
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 other line crew members in constructing, operating, and maintaining overhead and underground electric transmission and distribution systems. Works under minimal supervision of Journey and Lead Lineworkers performing all work site duties, handling trouble calls, preparing the work site, setting up the truck at the site, getting supplies, and preparing the pole on the ground for the person in the bucket. Can operate a derrick truck, climb poles, and independently work in a bucket as well as perform tasks on dead and grounded lines or energized (hot) lines. Provides limited instruction to Ground Workers and new Apprentices as needed and receives minimal instruction to ensure safety near energized conductors, equipment, and electrical accessories.

JOB FUNCTIONS

Essential Functions:

- Performs all electrical Lineworker duties including, but 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, and 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; patrolling power lines; properly splicing wires and making other electrical connections using correct materials, tools and procedures; dismantling used and salvageable materials; and, cleaning up work areas and keeping assigned trucks and trailers clean.
- Reads and interprets drawings and maps, specifications, staking sheets and pole framing diagrams.

- 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.
- Performs all 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.
- Speaks with customers when questions or concerns arise about work being done or service being provided.
- Informs customers of possible power outages, ensuring that no one in areas losing service is operating a breathing machine; modifies or reschedules planned outages, if necessary.
- Drives and operates derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
- Performs work on energized (hot) lines and equipment while applying all safety rules and procedures for hot line work permits.
- Makes common connections 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:

- Responds to frequent after-hours trouble calls to restore power outages and problems.
- Assists other departments as requested or required.
- Performs duties of crew leadership as directed.
- Performs other related duties as required/assigned.

Advancement Competency Requirements

In order to progress from Apprentice Lineworker IV to Journey Lineworker, 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:

- Successfully complete the fourth year of the TVPPA Apprentice Training Program as prescribed by employer.
- Complete 12,000 hours of OJT (6 years)
- Complete 2,000 hours of OJT as Lineworker Apprentice IV
- Successfully pass the TVPPA "Top Out" exam
- Demonstrate proficiency with underground – elbows, parking bushings, lightning arrestors, etc.
- Demonstrate proficiency working on energized lines, three phase & single phase, SAFELY

- Demonstrate proficiency with all types of power line construction specifications
- Demonstrate proficiency in all types of live line construction and maintenance work
- Demonstrate proficiency in trouble-shooting and power restoration
- Demonstrate knowledge of and ability to perform all skills required of a Journey Lineworker
- Demonstrate proficiency in all types of system switching
- Ability to teach and mentor employees below the level of Apprentice IV
- Proven leadership skills needed to advance to Lineworker
- Proven skills to operate a laptop computer and use all software needed for line work
- Demonstrate the ability to think problems through in a logical manner
- Demonstrate the ability to accept responsibility and follow all policies and procedures
- Proven ability to always work safely, demonstrates safety as 1st priority
- Complete two weeks cross-training with System Operations Center

QUALIFICATIONS

Education and Experience:

High School Diploma or an acceptable equivalency diploma (GED) and five (5) years of experience with a utility company building and maintaining distribution and transmission circuits, or an equivalent combination of education and experience.

Special Qualifications:

The following certifications are required: CPR, First-Aid, and Pole Top and Bucket Truck Rescue Certifications.

Experience in operating excavating equipment, backhoes, and chainsaws is required.

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.

Knowledge, Skills, and Abilities:

- Knowledge of Riviera's policies, procedures, practices, services, and organizational structure.
- Knowledge of computer software programs such as Word, Excel, Outlook, and Partner.
- Knowledge of safety policies and safety hazards of the job, including how to use all first aid materials and proper CPR techniques.
- Knowledge of employer's Electric System Operations Manual.
- Knowledge of the basic principles of electricity, including transformer connections, electrical distribution and transmission layouts, types of equipment and tools used, and provisions of various electrical codes.

- Knowledge of transformers, underground services, substations, and grounding procedures.
- Knowledge of various construction types on both electric transmission and distribution systems.
- Skill in using climbing spurs, ropes, knots, tools and equipment used to trim a tree.
- Skill in problem solving by using logic and reasoning to evaluate information and consider alternatives based on the situation at hand.
- Ability to safely climb and work in precarious positions at considerable heights above the ground in order to cut or trim limbs near electric power lines.
- Ability to recognize when there is a problem or conditions likely to develop into a problem based on available data.
- Ability to visually inspect for abnormalities, identify inconsistencies, and potential problems.
- Ability to work alone or in groups with effective interpersonal skills and teamwork.
- Ability to manage time and project requirements as needed to respond in a timely manner with action or recommendations for action and to complete projects on time.
- Ability to operate and interpret various electric utility industry test equipment such as volt meter, clamp-on ammeter, phasing sticks, and ground resistance tester.
- Ability to operate machinery and equipment in a proficient manner such as: backhoe, front-end loader, dozer, trencher, track hoe, air compressor, winches, pumps, fusing machine, and various trucks with and without equipment hauling trailers.
- Ability to use, operate, and manipulate hand tools (powered and manual) with dexterity and precision such as chainsaws, voltmeters, extend stick
- Ability to make decisions, gather information, and analyze repercussion of actions.
- Ability to operate a vehicle safely, including trucks with standard shift, on and off the road, in all weather conditions.
- Ability to operate a personal computer to obtain and enter information, complete training sessions, and document activities.
- Ability to manage time and coordinate actions with a wide variety of people.
- Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
- Ability to have regular and predictable work attendance.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.

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.
- **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.
- **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.
- **Reaching:** sufficient to extend hand(s) and arm(s) in any direction.
- **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.
- **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 is routinely 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 and 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 to bodily injury.