

## **RIVIERA UTILITIES**

### **POSITION DESCRIPTION**

#### **Apprentice Lineworker I**

**JOB TITLE:** Apprentice Lineworker I

**DIVISION:** Eastern and Western

**REPORTS TO:** Crew Chief

**DEPARTMENT:** Electric Operations

**EFFECTIVE DATE:** March 2016

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

#### **SUMMARY:**

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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist 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.
2. Read and interpret drawings and maps, specifications, staking sheets, and pole framing diagrams.



3. Observe the basic principles of electricity, and become familiar with electric distribution and transmission layouts, types of equipment used and provisions of various electrical codes.
4. Observe safety policies and safety hazards of the job. After proper training, use all first aid materials and proper CPR techniques.
5. Become familiar with and observe the requirements of employer's Electric System Operations Manual.
6. Climb poles and ladders, and work 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.
7. Observe 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.
8. Troubleshoot and properly maintain all types of electrical system equipment and components.
9. Operate all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
10. Learn basic skills of dealing with customers and their problems.
11. Carefully and safely drive and operate a derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
12. Subject to the limitations prescribed above, perform work on energized (hot) lines and equipment, under close supervision, observing and applying all safety rules and procedures for hot line work permits.
13. Perform routine construction work and perform some operations on the electrical system, as directed, with little or no supervision.
14. Make common connections properly on distribution transformers, meter loops, and primary circuits, and check for proper voltages.
15. Properly trim trees by climbing or working from a bucket truck. Clear trees and undergrowth by use of hand tools, chain saws and other equipment. Observe proper use of chemicals for right-of-way maintenance.
16. Assist other departments as requested or required.
17. Perform other duties as assigned.



**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

1. Knowledge of personal limitations and abilities to take appropriate actions in any situation.
2. Knowledge of basic safety practices, safe work habits, and PPEs required in construction areas.
3. Knowledge of various hand tools, their purpose, and proper operation.
4. 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.
5. Skill in hand-eye coordination with dexterity and ability to operate tools and equipment.
6. Skill in using a chain saw, pruner, hand saw, tree saw, ax, bush hook or other line clearing tools.
7. Ability to read and understand Riviera Utilities' Employee Handbook, Safety Manual, and other departmental operating manuals, policies, and procedures.
8. 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, over the phone, and via the radio.
9. Ability to add, subtract, multiply, or divide all units of measure, estimate quantities, practical applications of fractions, percentages, ratios, and proportions.
10. Ability to write legibly and with clarity as needed to complete forms with accuracy.
11. Ability to exercise initiative, judgment and knowledge of Riviera Utilities practices, policies and organization.
12. Ability to listen and convey information between coworkers, customers, the public, and other Riviera employees.
13. Ability to properly maintain all tools, trucks, machines and other work equipment with which you work.
14. Ability to display careful attention to detail, agreeable acceptance and prompt execution of all work assignments.
15. Ability to exercise initiative, judgment, and reasoning while performing duties.
16. Ability to have regular and predictable work attendance.



## 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.





**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Routinely working outside in a variety of weather conditions, with some inside work under normal office conditions.

Lifting 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. Balancing.

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 to 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.



**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent and 2 years' experience as a Ground Worker or comparable entry level experience with a utility company building and maintaining distribution and transmission circuits.

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 United States Driver's License and must obtain a valid Alabama Driver's License within 60 days after the date of hiring. Within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.



## **RIVIERA UTILITIES**

### **POSITION DESCRIPTION**

#### **Apprentice Lineworker II**

**JOB TITLE:** Apprentice Lineworker II      **DIVISION:** Eastern and Western  
**REPORTS TO:** Crew Chief      **DEPARTMENT:** Electric Operations  
**EFFECTIVE DATE:** March 2016

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

#### **SUMMARY:**

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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist 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.
2. Read and interpret drawings and maps, specifications, staking sheets, and pole framing diagrams.

3. Observe the basic principles of electricity, and become familiar with electric distribution and transmission layouts, types of equipment used and provisions of various electrical codes.
4. Observe safety policies and safety hazards of the job. After proper training, use all first aid materials and proper CPR techniques.
5. Become familiar with and observe the requirements of employer's Electric System Operations Manual.
6. Climb poles and ladders, and work 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.
7. Observe 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.
8. Troubleshoot and properly maintain all types of electrical system equipment and components.
9. Operate all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
10. Learn basic skills of dealing with customers and their problems.
11. Carefully and safely drive and operate a derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
12. Subject to the limitations prescribed above, perform work on energized (hot) lines and equipment, under close supervision, observing and applying all safety rules and procedures for hot line work permits.
13. Perform routine construction work and perform some operations on the electrical system, as directed, with little or no supervision.
14. Make common connections properly on distribution transformers, meter loops, and primary circuits, and check for proper voltages.
15. Properly trim trees by climbing or working from a bucket truck. Clear trees and undergrowth by use of hand tools, chain saws and other equipment. Observe proper use of chemicals for right-of-way maintenance.
16. Assist other departments as requested or required.
17. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

All the KSAs required by the Lineworker Apprenticeship Program from Apprenticeship I through Apprenticeship II inclusive, plus the following KSAs:

1. Knowledge of personal limitations and abilities to take appropriate actions in any situation.
2. Knowledge of basic safety practices, safe work habits, and PPEs required in construction areas.
3. Knowledge of various hand tools, their purpose, and proper operation.
4. 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.
5. Skill in hand-eye coordination with dexterity and ability to operate tools and equipment.
6. Skill in using a chain saw, pruner, hand saw, tree saw, ax, bush hook or other line clearing tools.
7. Ability to read and understand Riviera Utilities' Employee Handbook, Safety Manual, and other departmental operating manuals, policies, and procedures.
8. 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.
9. Ability to add, subtract, multiply, or divide all units of measure, estimate quantities, practical applications of fractions, percentages, ratios, and proportions.
10. Ability to write legibly and with clarity as needed to complete forms with accuracy.
11. Ability to exercise initiative, judgment and knowledge of Riviera Utilities practices, policies and organization.
12. Ability to listen and convey information between coworkers, customers, the public, and other Riviera employees.
13. Ability to properly maintain all tools, trucks, machines and other work equipment with which you work.
14. Ability to display careful attention to detail, agreeable acceptance and prompt execution of all work assignments.
15. Ability to exercise initiative, judgment, and reasoning while performing duties.
16. Ability to have regular and predictable work attendance.

## **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



**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Routinely working outside in a variety of weather conditions, with some inside work under normal office conditions.

Lifting 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. Balancing.

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 to 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 2<sup>nd</sup> bucket, with a Journey I or above in the 2<sup>nd</sup> 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.

## **MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent and

- Completion of a 1 year structured Apprentice Lineworker program within a utility company with at least 2 additional years as a Ground Worker or comparable experience with a utility company building and maintaining distribution and transmission circuits, OR
- 3 years' experience with a utility company building and maintaining distribution and transmission circuits and completion of an Apprentice Lineworker Pre-Assessment, OR
- Graduation from a certified lineman training college or program and at least 1 year (2000 hours) of on the job experience with a utility company building and maintaining distribution and transmission circuits.

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 United States driver's license and must obtain a valid Alabama driver's license within 60 days after the date of hiring. Within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.

## **RIVIERA UTILITIES**

### **POSITION DESCRIPTION**

#### **Apprentice Lineworker III**

**JOB TITLE:** Apprentice Lineworker III      **DIVISION:** Eastern and Western

**REPORTS TO:** Crew Chief      **DEPARTMENT:** Electric Operations

**EFFECTIVE DATE:** March 2016

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

#### **SUMMARY:**

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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist 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.

2. Read and interpret drawings and maps, specifications, staking sheets, and pole framing diagrams.
3. Observe the basic principles of electricity, and become familiar with electric distribution and transmission layouts, types of equipment used and provisions of various electrical codes.
4. Observe safety policies and safety hazards of the job. After proper training, use all first aid materials and proper CPR techniques.
5. Become familiar with and observe the requirements of employer's Electric System Operations Manual.
6. Climb poles and ladders, and work 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.
7. Observe 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.
8. Troubleshoot and properly maintain all types of electrical system equipment and components.
9. Operate all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
10. Learn basic skills of dealing with customers and their problems.
11. Carefully and safely drive and operate a derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
12. Subject to the limitations prescribed above, perform work on energized (hot) lines and equipment, under close supervision, observing and applying all safety rules and procedures for hot line work permits.
13. Perform routine construction work and perform some operations on the electrical system, as directed, with little or no supervision.
14. Make common connections properly on distribution transformers, meter loops, and primary circuits, and check for proper voltages.
15. Properly trim trees by climbing or working from a bucket truck. Clear trees and undergrowth by use of hand tools, chain saws and other equipment. Observe proper use of chemicals for right-of-way maintenance.
16. Assist other departments as requested or required.
17. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

All the KSAs required by the Lineworker Apprentice Program from Groundworker through Apprentice III inclusive, plus the following KSAs:

1. Knowledge of Riviera's policies, procedures, practices, services, and organizational structure.
2. Knowledge of computer software programs such as Word, Excel, Outlook, and Partner.
3. Knowledge of transformers, underground services, substations, and grounding procedures.
4. Knowledge of various construction types on both electric transmission and distribution systems.
5. Skill in using climbing spurs, ropes, knots, tools and equipment used to trim a tree.
6. Skill in problem solving by using logic and reasoning to evaluate information and consider alternatives based on the situation at hand.
7. 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.
8. Ability to recognize when there is a problem or conditions likely to develop into a problem based on available data.
9. Ability to visually inspect for abnormalities, identify inconsistencies, and potential problems.
10. Ability to work alone or in groups with effective interpersonal skills and teamwork.
11. 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.
12. Ability to operate and interpret various electric utility industry test equipment such as volt meter, clamp-on ammeter, phasing sticks, and ground resistance tester.
13. 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.
14. Ability to use, operate, and manipulate hand tools (powered and manual) with dexterity and precision such as chainsaws, voltmeters, extend stick
15. Ability to make decisions, gather information, and analyze repercussion of actions.
16. Ability to operate a vehicle safely, including trucks with standard shift, on and off the road, in all weather conditions.
17. Ability to operate a personal computer to obtain and enter information, complete training sessions, and document activities.
18. Ability to manage time and coordinate actions with a wide variety of people.
19. Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
20. Ability to have regular and predictable work attendance.

## **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

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Routinely working outside in a variety of weather conditions, with some inside work under normal office conditions.

Lifting 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. Balancing.

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 to 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.

## **MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent and

- Completion of a 2 year structured Apprentice Lineworker program within a utility company with at least 2 additional years of experience as a Ground Worker or comparable experience with a utility company building and maintaining distribution and transmission circuits, OR
- 4 years' experience with a utility company building and maintaining distribution and transmission circuits and completion of an Apprentice Lineworker Pre-Assessment, OR
- Graduation from a certified lineman training college or program and at least 2 years (4000 hours) of on the job experience with a utility company building and maintaining distribution and transmission circuits.

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 United States Driver's license and must obtain a valid Alabama Driver's License within 60 days after the date of hiring. Within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.



## RIVIERA UTILITIES

### POSITION DESCRIPTION

#### Apprentice Lineworker IV

**JOB TITLE:** Apprentice Lineworker IV      **DIVISION:** Eastern and Western  
**REPORTS TO:** Crew Chief      **DEPARTMENT:** Electric Operations  
**EFFECTIVE DATE:** March 2016

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

#### **SUMMARY:**

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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. With limited supervision, perform 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.

2. Read and interpret drawings and maps, specifications, staking sheets and pole framing diagrams.
3. Climb poles and ladders and work 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.
4. With limited supervision, perform 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.
5. Troubleshoot and properly maintain all types of electrical system equipment and components.
6. Operate all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
7. Deal with customers when questions or concerns arise about work being done or service being provided. Inform customers of possible power outages, ensuring that no one in areas losing service is operating a breathing machine; modify or reschedule planned outages, if necessary.
8. Carefully and safely drive and operate derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
9. Perform work on energized (hot) lines and equipment while applying all safety rules and procedures for hot line work permits.
10. Make common connections on distribution transformers, meter loops and primary circuits, and check for proper voltages.
11. Properly trim trees by climbing or working from a bucket truck. Clear trees and undergrowth by use of hand tools, chain saws and other equipment. Observe proper use of chemicals for right-of-way maintenance.
12. Assist other departments as requested or required.
13. Perform duties of crew leadership as directed.
14. Perform other work related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

All the KSAs required by the Lineworker Apprentice Program from Ground Worker through Lineworker III inclusive, plus the following KSAs:

1. Knowledge of Riviera's policies, procedures, practices, services, and organizational structure.
2. Knowledge of computer software programs such as Word, Excel, Outlook, and Partner.
3. Knowledge of safety policies and safety hazards of the job, including how to use all first aid materials and proper CPR techniques.
4. Knowledge of employer's Electric System Operations Manual.
5. 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.
6. Knowledge of transformers, underground services, substations, and grounding procedures.
7. Knowledge of various construction types on both electric transmission and distribution systems.
8. Skill in using climbing spurs, ropes, knots, tools and equipment used to trim a tree.
9. Skill in problem solving by using logic and reasoning to evaluate information and consider alternatives based on the situation at hand.
10. 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.
11. Ability to recognize when there is a problem or conditions likely to develop into a problem based on available data.
12. Ability to visually inspect for abnormalities, identify inconsistencies, and potential problems.
13. Ability to work alone or in groups with effective interpersonal skills and teamwork.
14. 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.
15. Ability to operate and interpret various electric utility industry test equipment such as volt meter, clamp-on ammeter, phasing sticks, and ground resistance tester.
16. 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.
17. Ability to use, operate, and manipulate hand tools (powered and manual) with dexterity and precision such as chainsaws, voltmeters, extend stick
18. Ability to make decisions, gather information, and analyze repercussion of actions.
19. Ability to operate a vehicle safely, including trucks with standard shift, on and off the road, in all weather conditions.
20. Ability to operate a personal computer to obtain and enter information, complete training sessions, and document activities.
21. Ability to manage time and coordinate actions with a wide variety of people.
22. Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.

23. Ability to have regular and predictable work attendance.

## **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

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Routinely working outside in a variety of weather conditions, with some inside work under normal office conditions.

Lifting 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. Balancing.

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 to bodily injury.

**The Apprentice IV should not have to be under constant supervision of a Journey I or above.**

A Journey I or above may limit the work of an Apprentice IV in the minimum approach distance if necessary.

### **MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent and

- Completion of a 3 year structured Apprentice Lineworker program within a utility company with at least 2 additional years of experience as a Ground Worker or comparable experience with a utility company building and maintaining distribution and transmission circuits, OR
- 5 years' experience with a utility company building and maintaining distribution and transmission circuits and completion of an Apprentice Lineworker Pre-Assessment, OR
- Graduation from a certified lineman training college or program and at least 4 years (8000 hours) of on the job experience with a utility company building and maintaining distribution and transmission circuits.
- A valid certificate of completion from another lineworker apprenticeship program may, at employer's sole discretion, be accepted in lieu of some of the years of required work experience.

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 United States Driver's license and must obtain a valid Alabama Driver's License within 60 days after the date of hiring. Within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.



**RIVIERA UTILITIES**  
**POSITION DESCRIPTION**  
**JOURNEY LINEWORKER**

**JOB TITLE:** Journey Lineworker

**DIVISION:** Eastern and Western

**REPORTS TO:** Crew Chief

**DEPARTMENT:** Electric Operations

**EFFECTIVE DATE:** March 2016

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

**SUMMARY:**

Works under the supervision of Lead Lineworkers and performs advanced work site duties including dealing with customers, maintaining materials used on job, completing work order sheets, and operating electrical sectionalizing devices (fuses, circuit breakers, and underground devices). Routinely operates the derrick truck, climbs poles, works out of the bucket, and performs tasks on dead and grounded lines or energized (hot) lines. Provides instruction and training to Ground Workers and Apprentices on proper procedures and use of tools and equipment, inspects work, and serves in limited leadership roles when the Lead Lineworker is out or when multiple projects are in progress to ensure safety near energized conductors, equipment, and electrical accessories.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. With no supervision, perform 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.
2. Perform duties of crew leadership as directed. A Journey Lineworker is typically responsible for supervising 6-8 crew members (Journey and below) for a period of days on specifically assigned jobs with short-term responsibility for job planning and reporting.
3. Read and interpret drawings and maps, specifications, staking sheets and pole framing diagrams.
4. Climb poles and ladders and work 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.

5. With no supervision, perform 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.
6. Troubleshoot and properly maintain all types of electrical system equipment and components.
7. Operate all types of electrical sectionalizing devices and other electrical equipment, including fuses, line and substation switches and circuit breakers, and underground devices.
8. Inspect all work completed by employees of lower classification to ensure that work is completed properly, on time, and according to the specifications on the work order.
9. Maintain a list of all materials used on each job and report material use on the completed work order sheet.
10. Deal with customers when questions or concerns arise about work being done or service being provided. Inform customers of possible power outages, ensuring that no one in areas losing service is operating a breathing machine; modify or reschedule planned outages, if necessary.
11. Carefully and safely drive and operate derrick truck, bucket truck or other equipment that is used in the line crew (after proper instruction on such equipment).
12. Perform work on energized (hot) lines and equipment while applying all safety rules and procedures for hot line work permits.
13. Make common connections on distribution transformers, meter loops and primary circuits, and check for proper voltages.
14. Properly trim trees by climbing or working from a bucket truck. Clear trees and undergrowth by use of hand tools, chain saws and other equipment. Observe proper use of chemicals for right-of-way maintenance.
15. Instruct and train employees of lower classification in the proper procedures and use of tools and equipment for the work.
16. Assist other departments as requested or required.
17. Perform other work related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

All the KSAs required by the Lineworker Apprentice Program from Ground Worker I to



Apprentice Lineworker IV inclusive.

1. Knowledge of employer's policies, procedures, practices, services, and organizational structure.
2. Knowledge of computer software programs such as Word, Excel, Outlook, and Partner.
3. Knowledge of safety policies and safety hazards of the job, including how to use all first aid materials and proper CPR techniques.
4. Knowledge of employer's Electric System Operations Manual.
5. 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.
6. Knowledge of transformers, underground services, substations, and grounding procedures.
7. Knowledge of various construction types on both electric transmission and distribution systems.
8. Skill in using climbing spurs, ropes, knots, tools and equipment used to trim a tree.
9. Skill in problem solving by using logic and reasoning to evaluate information and consider alternatives based on the situation at hand.
10. 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.
11. Ability to recognize when there is a problem or conditions likely to develop into a problem based on available data.
12. Ability to visually inspect for abnormalities, identify inconsistencies, and potential problems.
13. Ability to work alone or in groups with effective interpersonal skills and teamwork.
14. 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.
15. Ability to operate and interpret various electric utility industry test equipment such as volt meter, clamp-on ammeter, phasing sticks, and ground resistance tester.
16. 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.
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19. Ability to operate a vehicle safely, including trucks with standard shift, on and off the road, in all weather conditions.
20. Ability to operate a personal computer to obtain and enter information, complete training sessions, and document activities.

21. Ability to manage time and coordinate actions with a wide variety of people.
22. Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
23. Ability to have regular and predictable work attendance.

## **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.
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- Demonstrate proficiency with all types of power line construction specifications
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- 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
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## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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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 to bodily injury.

### **MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or equivalent and

- Completion of a 4 year structured Apprentice Lineworker program within a utility company with at least 2 additional years of experience as a Ground Worker or comparable experience with a utility company building and maintaining distribution and transmission circuits, OR
- 6 years' experience with a utility company building and maintaining distribution and transmission circuits and completion of an Apprentice Lineworker Pre-Assessment, OR
- Graduation from a certified lineman training college or program and at least 4 years (8000 hours) of on the job experience with a utility company building and maintaining distribution and transmission circuits.
- A valid certificate of completion from another lineworker apprenticeship program may, at employer's sole discretion, be accepted in lieu of some of the years of required work experience.
- 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 United States Driver's license and must obtain a valid Alabama Driver's License within 60 days after the date of hiring. Within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.

