

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 180 days 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 180 days after becoming 21 years of age, applicant must obtain a valid CDL.