

City of Sullivan Job Description

Apprentice Lineman / Groundman

General Purpose of Position

Engineers new electrical construction and maintains electrical power for customers with as little interruption as possible

Major Duties and Responsibilities

Engineers new construction

- \$ Determines needed materials
- \$ Sets electrical poles and hangs transformers
- \$ Transfers and installs old service on new pole
- \$ Installs switches, receptacles, and outside and indoor fixtures

Plans for maintenance/repair of existing system and for new construction

- \$ Determines and collects needed materials for work orders
- \$ Performs work on 120/240 volt secondary lines
- \$ Assists Journeyman Linemen with materials per pole structure

Maintains city power lines

- \$ Troubleshoots malfunctioning lines
- \$ Performs visual inspection
- \$ Determines and collects needed materials
- \$ Changes out poles and pole hardware
- \$ Reads meters and records usage
- \$ Talks and interacts with citizens

Reads the city electric meters

- \$ Takes monthly readings for residential, commercial, and city meters
- \$ Records readings manually into appropriate meter book
- \$ Assists residents and deals with animals on route as needed
- \$ Ensures accuracy of readings and rechecks high or suspicious readings as needed
- \$ Changes out damaged or broken meters
- \$ Shuts-off and removes meters for delinquency or non-payment
- \$ Reinstalls meters as required

Maintains street lights

- § Receives calls for service
- § Troubleshoots the cause of malfunction and determines the appropriate solution

Operates and maintains vehicles and equipment

- § Uses jackhammer and hydraulic tamper
- § Performs needed maintenance such as oil changes, checking tires and lights, and performing general engine maintenance

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Electric
Immediate Supervisor(s)	Light Superintendent
Frequency of supervision	Daily
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Frequently
Frequency of night work	Occasional
Shift position	Not applicable
On call status	Only for emergencies
Percentage of work indoors	5%
Percentage of work outdoors	95%, in all types of weather conditions
Types of accountabilities	Fiscal, Legal, Safety
Exposure to chemicals/hazardous materials	Occasionally
Applicable chemicals/hazardous materials*	Electrical current, PCB, gas, diesel fuel, oil, wood treatments
Average stress level of this position	Moderately, but varies with circumstances
Physical work associated with this position**	Lifting and carrying, climbing, standing for long periods, walking for long periods, crouching, kneeling, and stooping

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered

exhaustive.

Licenses and Certifications

The person in this position is required to have a valid driver's license and a valid commercial driver's license.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent. Four years of experience in electrical systems is recommended; six years is preferred.

Knowledge, Skills, and Abilities

Knowledge

- X Electrical systems layout and functions, including primary and secondary systems
- X Setting poles and stringing line properly
- X Layout of city's electrical system, from substation to all individual points.
- X Types of fuses needed in specific situations
- X Transformer testing and maintenance
- X Meter installation and testing
- X Adding new service lines from existing service
- X Procedures for handling and shipping hazardous materials safely
- X Tree trimming procedures, including safety regulations
- X Electrical systems and their maintenance
- X D.C. power, control circuitry and high and low voltage
- X Building codes concerning electrical wiring
- X Procedures for testing electrical circuits and fixtures
- X Procedures to maintain equipment
- X Proper use of specialized equipment and hand tools
- X Proper methods of pipe bending, both thin wall and rigid
- X Procedures to maintain vehicles and equipment
- X Layout of City streets
- X Federal, State and City codes related to electrical systems
- X Electrical system layouts
- X Proper wiring, amperage, etc. needed for service
- X City zoning, streets, and electrical lines
- X City personnel policies
- X Life safety
- X Proper grammar and the use of English in speaking and writing

- X Computer operations and applications, including word processing and spreadsheets
- X OSHA standards and regulations concerning employee safety
- X Federal and state statutes concerning the work of the department
- X Mathematical skills, including addition, subtraction, division, and multiplication
- X General functions and operations of municipal government

Skills and Abilities

- X Diagnose problems with the electrical system and determine the best solution
- X Work in a bucket high off the ground for long periods of time
- X Determine appropriate lines and meters for specific service needs
- X Trace an electrical circuit to find problems
- X Complete detailed, technical work accurately
- X Calculate power needs and amperage to power size
- X Perform needed work using blueprints as guidelines
- X Troubleshoot and repair electrical problems
- X Maintain equipment and vehicles
- X Distinguish colors
- X Good driving skills
- X Maintain good physical condition for climbing poles, ladders, etc. to high places
- X Time organization and planning
- X Achieve and maintain proper certification
- X Work as a team member with other employees
- X Communicate effectively with other city employees, both oral and written
- X Work autonomously when necessary
- X Handle multiple tasks simultaneously with frequent interruptions
- X Deal with others in a professional manner
- X Maintain professional composure in heated situations
- X Follow departmental and city policies and procedures