

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Apprentice Lineman
<b>Department:</b>	Electric
<b>Shift:</b>	Regular 40 hrs – 4/10’s Mon-Thurs – Will be called out on emergency or power outage calls.
<b>Pay Plan:</b>	EL08 Level 1-EL08 Level 8 \$26.33/hr-\$38.49/hr
<b>Exempt:</b>	No
<b>Reports To:</b>	Electric Line Superintendent, Electric Director
<b>General Direction From:</b>	Electric Crew Leader, Lineman or Journeyman Meterman
<b>Position Closes:</b>	<b>POSITION OPENED UNTIL FILLED</b>

### PURPOSE & NATURE OF JOB

An important mission of the City is to provide economical, reliable and available electrical power. The Electric Department accomplishes this mission by providing quality electric utility services to the Citizen’s of Aztec.

The City of Aztec receives electrical power at the City of Aztec Substation at 69KV from Western Area Power Administration and other power suppliers in conjunction with the City of Farmington. Five distribution circuits which combine over 40 miles of 7.2/12.47 Grd Y KV line distribute the electrical power to more than 3,000 residential and commercial customers with in the City of Aztec.

The Electric Utility Department handles the maintenance of the substation, construction and maintenance of distribution and transmission lines, street lighting, Line extensions to customers, services (overhead and underground), the reading and maintenance of customer meters.

The two departments that work in conjunction with the Electric Utility Department are; Finance Department which oversees all financial accounting and the Utilities office which handles the billing for electrical services and general work order management.

### ESSENTIAL DUTIES

An employee in this classification is responsible for the performance of a variety of functions related to the construction and maintenance of an electrical high voltage distribution system as part of a training program, designed to for the incumbent to become a Journeyman Lineman. The Apprentice shall be trained in the performance of tasks and academic studies related to the trade, which increase in difficulty and responsibility as the training period progresses. Work performed is subject to close inspection during progress and upon completion.

Employees are carefully instructed in the performance of individual tasks and the observation

of adequate safety precautions against occupational hazards.

General Duties: Performs work related to the Electric Line trade with groundman and/or with the assistance of other Lineman and groundman in the construction and maintenance of transmission lines, distribution lines, signal lighting and street lighting. Apprentice Lineman will be taught how to perform maintenance on energized lines using proper safety procedures and equipment such as rubber gloves, hot sticks, etc. Apprentice Lineman will be required to learn and correctly operate line construction tools and equipment. Apprentice Lineman will be taught and be able to perform duties on a pole when work from aerial bucket is not possible. Apprentice Lineman will work and train in the erection and repair of transmission and /or distribution power lines of system voltages classes with related tools and equipment used to conduct electricity from a power source to place of use.

Each Apprentice must be able to become a qualified Journeyman Lineman having served an accredited apprenticeship (8,500 documented OJT hours) with academic studies. The apprentice will be evaluated on his/her performance every six months using a pass fail system. Two consecutive fail's will result in termination from the Apprenticeship program.

In the event of an emergency and when supervisor is not available apprentice will exercise own judgment, (within knowledge and training limits) concerning switching procedures, repairing of conductors (primary and secondary) and replacement of poles, transformers or other trade related equipment.

Maintenance: Replace and / or installs on overhead and underground systems; transformers, conductor, cross arms, poles, insulators, line hardware, guys and anchors, ground wire, braces, lightning arrestor, switches, cut-outs, breakers, fuses and other auxiliary electrical and non electrical equipment. Splices conductor when broken or damaged and reinstalls, maintain proper sag, if required.

May test voltage, load, ground resistance,(within training limits) etc. Apprentice Lineman will patrol distribution and transmission lines for defective components. Will assist in maintaining inventory on a Card or PC System.

Construction: Erects power line consisting of supporting structures, conductors, insulators and auxiliary equipment. Instructs and assists groundman in erecting poles and digging holes. Strings conductor from structure to structure, clamping or tying to insulators with or without armor rod in such a manner as to maintain proper sag. Trenches and places conduit or conductors in trench for underground service. Operation of shovel, backhoe, trencher, soils compactor, underground conductor pulling equipment.

Troubleshooting: Able to locate and make temporary repairs in order to restore power to individual customers under adverse weather conditions after 2<sup>nd</sup> year.

Able to locate and make temporary repairs in order to restore power to all customers under adverse weather conditions after 3<sup>rd</sup> year.

Is able to sectionalize all distribution systems. This requires knowledge of the City's power distribution system and substation, using all safety switching procedures after 3<sup>rd</sup> year.

Transformers: Works with a variety of transformers and transformer banks. Requires a varied number of connections and voltage. Must be able to troubleshoot transformers and service

problems replacing with similar equipment after 3<sup>rd</sup> year. Job shall be done safely while maintaining correct voltage and phase rotation.

Hot Work: 1st year no hot work (work on energized lines) will be allowed without direct supervision of a Journeyman Lineman. 1<sup>st</sup> year hot work will be limited to 600 volt lines or less. 2<sup>nd</sup> and 3<sup>rd</sup> year may work on energized circuits 600 volts or less without direct supervision.

May assist Journeyman Lineman in rubber gloving, hot stick and aerial bucket work on energized 7.2/12.5kV lines with direct supervision in 2nd year. In the 4<sup>th</sup> year may perform work on any energized circuit. In the absence of a Journeyman Lineman, during the 4<sup>th</sup> year of apprenticeship, the Apprentice may be required to assume the duties and responsibilities of a Journeyman Lineman in accordance with the Crew Leader, Line Superintendent or Electric Director.

Meter Reading: Reads electric and water meter in an accurate and efficient manner, by using handheld computers or note pad meeting established reading deadlines. Forwards complete meter readings to Utilities office as scheduled. Must attend one week of meter training and maintenance instruction from an approved meter training center prior to 4<sup>th</sup> year.

Connects and Disconnects: Required to make meter connects or disconnects and installs or removes meters safely and efficiently from information received on service orders after 6 months of hire. Return service orders in a legible, accurate and timely manner to Utility Office.

## RESPONSIBILITIES

- |                        |  |
|------------------------|--|
| <b>Supervision:</b>    | 4 <sup>th</sup> year may supervise and direct an individual crew in absents of a Journeyman Lineman or Crew Leader.  |
| <b>Public Contact:</b> | Recurring routine contacts with the public or workers in other departments. May be asked to perform duties as a meter serviceman or meter tech with greater occurrence of public contact.      |
| <b>Budget:</b>         | n/a  |
| <b>Other:</b>          | Upon budget approval each apprentice must attend a minimum of one week per year of training from an approved training center. This may require travel and overnight stay for up to seven days. |

## GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- Must have a valid Class B CDL license within 6 months of hire.
- Must have NM Class A CDL prior to 2<sup>nd</sup> year of apprenticeship.
- Must be able to read pointer type meter.
- Must pass employment apprentice entrance exam of 75% or higher. (includes; trade related mathematics, safety and spelling)
- Must be Certified in pole climbing and in pole top rescue.
- Must have worked for one year for a Electric Utility or contractor, working on line or tree trimming crew or have completed a certified lineman training program.
- Must be able to go to work at a moment's notice at all times of day or night.
- Must possess basic computer skills and have the ability to write reports.

**Education:** High School diploma or G.E.D. equivalent.

Required to take a four year independent academic study course in line maintenance and construction, requiring book work at home on off hours.

**Experience:**

- Worked one year for a power utility as groundman, line helper or apprentice lineman or have attended an accredited school in high voltage power line construction and maintenance.
- Must be able to become a qualified Journeyman Lineman having served an accredited apprenticeship or training program with academic studies and document 8,500 on the job training hours.

**Knowledge:**

- Must have basic knowledge of electrical theory.
- General knowledge of Ohms Law as it relates to current-carrying capacity of wire, the relationship between electricity and heat.
- Must have strong background in basic mathematics.

**Certificates/Licenses:**

- Must be certified in pole top rescue, bucket truck rescue and climbing or recertify within 6 months of hire.
- Must be certified in climbing, CPR and First Aid, Fork lift after 2<sup>nd</sup> year.

**Recertification:** First Aid and CPR biannually, Pole top rescue annually.

**Use of Tools and/or Equipment:**

- Required to operate a City owned/leased motor vehicle in the performance of duties. (Bucket truck, digger derrick, dump truck, chipper, excavator, backhoe, unloader, trencher, OH & UG line pulling equipment.)
- Maintain stock inventory on card or PC system.
- Safety equipment such as rubber gloves, hot sticks, and other equipment necessary for performance of duties.

## WORK ENVIRONMENT

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

- Effort is prolonged and frequent.
- Strain may be extended in duration.
- Effort involves heavy lifting (100lbs.), pushing, and pulling with excessive crouching, stooping or lying in prone position.
- Could involve intense strain on sight and hearing.
- High manual dexterity and agility required.

**Hazards:**

- Daily exposure to hazardous work conditions;
- Extreme weather conditions, work may be done day or night
- Work with voltages ranging from 110 volts to 69,000 volts
- Working with electrical current from less than 1 milliamp to over 30,000 amps.
- Work at heights from 6 feet to 100 feet above the ground.
- Work in trenches and vaults
- Work in confined space.
- Working around and with heavy equipment.

**Exposures:**

- Extreme temperature (above 95 degrees summer), or severe outdoor weather conditions (below freezing in winter).
- Recurring conditions which involve chance of injury.
- Daily exposure to high voltage and current.