

CITY of AZTEC JOB DESCRIPTION

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| Job Title: | Journey Lineman |
| Department: | Electric Department |
| Shift: | Regular 40 hours/week Mon-Thurs. Will be on an on-call rotation to respond to power outages and other emergencies within the City. |
| Pay Plan: | EL-16 \$41.00/hr |
| Exempt: | No |
| Reports To: | Electric Superintendent |
| General Direction From: | Electric Superintendent |
| Position Closes: | Open Until Filled |

PURPOSE & NATURE OF JOB

The City of Aztec Electric Department's mission is to enhance the quality of life, promote economic opportunity and carry out the responsibilities to maintain, protect, and improve the electrical assets owned and operated by the City. We will accomplish this through the delivery of quality service and maintaining a safe and reliable electric utility system.

The City of Aztec receives electrical power at the City of Aztec Substation from a 69 kV transmission line, and City owned solar facility. Five distribution circuits, which combine for over 30 miles of 7.2/12.47Kv lines, distribute electrical power to more than 3,200 residential and commercial customers in the City of Aztec.

The Electric Utility Department handles the maintenance of the substation, solar field, construction and maintenance of distribution and transmission lines, street lighting, extensions to customers, service drops, and the reading and maintenance of customer water and electric meters.

ESSENTIAL DUTIES

Introduction: This position is responsible for the delivery of safe reliable power to customers through the construction and maintenance of power distribution lines and customer metering for the City of Aztec.

The lineman works under the general supervision of the Electric Superintendent, receiving both verbal and written instructions. Linemen may independently plan and carry out projects, although work practices and procedures are guided by policies and procedures set by management. Work is periodically reviewed during progress and/or upon completion to determine fulfillment of Department objectives, conformance with Federal Regulations, local policies, and acceptable safe work standards.

A Lineman performs highly skilled, journey-level transmission, distribution, and electrical work in the installation, construction, maintenance, and repair of underground and overhead electric transmission, distribution and service lines, transformers, meters, metering equipment, electrical substations, and related equipment.

Work involves moderate physical exertion, heavy lifting, and exposure to inclement weather, as well as the hazardous conditions of working with high-voltage energized lines and equipment.

Primary Supervisory Duties:

- The lineman is directly responsible for the safe and effective operation of distribution lines, transmission lines, customer metering installations, crew members, and the public. Plans, assigns, and reviews all work to be performed. Assignments are given in terms of short-term objectives, basic priorities, schedules for completion, and guidelines to be followed: The lineman's primary supervisory duties consist of 10-100% of his daily hours. May directly supervise employees on any given project.
- Participates in safe effective preventive maintenance, repair, modification, and construction programs for present and future expansion of the Electric Utility.
- Carries out switching procedures requiring outages of power distribution circuits for construction, maintenance, and emergency repairs. Reviews, monitors, and ensures that records are maintained on planned and emergency power outages, including the time of the outage, time service was restored, cause of outages, and actions required to restore power.
- Prepares monthly progress reports and time sheets of activities.
- Schedules electrical equipment inspections. Reviews findings, initiates work orders to correct the deficiencies, establishes priorities for correcting deficiencies, and ensures that the work is accomplished promptly, properly, and safely.
- Schedules operational tool and equipment inspections. Reviews findings, and initiates work orders to correct deficiencies.
- Ensures that an active safety program is being followed within the crews, keeps abreast of modern safety practices, ensures that training schedules are maintained, and adheres to prescribed safety regulations.
- Reviews and evaluates practices and procedures and investigates new methods of improving the efficiency of operations. Recommends, in writing, the need for system improvements or operations.
- Trains and reviews the progression of Apprentice training regarding work experience and related instruction.

Troubleshooting

- Locates problems and makes repairs in order to restore power to customers as quickly as possible in a safe and efficient manner.

Meter Tech & Meter Serviceman

- Inspects electrical service installations on customer's premises.
- Makes new customer service connections by installing meters, and performing disconnects or reconnects of existing services as requested by customers.
- Reads meters and completes work orders of utility customers.

Other related duties

- Lineman is responsible for keeping an adequate supply of poles, hardware, metering devices, and transformers. Contacts the supervisor for additional items as needed.
- The lineman is responsible for maintaining the utility service yard, including inventory, vehicles, parking, facilities, storage, and public access.
- Lineman must be in excellent physical condition due to the amount of time in the field, weather conditions, rough terrain, and long hours.
- Assist NMDOT in the repair and maintenance of traffic signals within the City.
- Train and instruct Apprentice Lineman and Line Helpers in the trade.
- Install and maintain various forms of power and lighting throughout the City, from holiday decorations to lighting in City Parks, including special events.
- Attend and participate in scheduled safety meetings and/or training.

RESPONSIBILITIES

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| Supervision: | Supervises apprentice linemen and Line Helpers or other journeyman linemen with less experience on a single crew in the absence of a Crew Leader. |
| Public Contact: | Some recurring routine contact with the public |
| Budget: | None |
| Other: | Must be able to work weekends, respond to emergencies withing 30 minutes, and work on holidays. |

GENERAL INFORMATION

The duties/responsibilities listed 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.
- May be subject to random drug/alcohol testing as per city policy.

Education: High School diploma or equivalent G.E.D.
Journeyman Lineman Certification

Experience: Minimum of 8,000 documented on the job training hours through a formal apprenticeship training program with academic studies

in the field of Electric Lineman or High Voltage Line Worker. Experience as a journeyman-level lineman engaged in the installation, maintenance, and repair of power lines, transformers, or related equipment.

Knowledge:

Journeyman-level performance knowledge, skills, and abilities related to the construction and maintenance of high voltage distribution, transmission power lines, and substations.

Must have served a minimum of 8,000 documented hours through a certified or accredited apprentice lineman training program with academic studies.

Use and maintain power tools, hand tools, and line maintenance equipment, such as drills, jackhammers, hot sticks, aerial lifts, digger derrick trucks, backhoes, trenchers, chain saws, etc.

Effectively communicate in writing and orally with the public, customers, engineers, and other employees.

Work as a cooperative team member.

Ability to maintain records and write factual reports and operate a computer.

Possess a valid Class A CDL state driver's license(s) appropriate for most types of equipment operated by the power construction and maintenance personnel.

Knowledge of high voltage transmission and distribution line maintenance and safety procedures.

Certificates/Licenses:

Class A CDL, First Aid, CPR, Pole top rescue, Forklift, Trenching and shoring

Recertification:

CPR and First aid annually; Pole top rescue annually; CDL Medical certificate and licensing

Use of Tools and/or Equipment:

Consists of but not limited to: Bucket truck, Digger Derrick truck, trenching equipment, drill, chain saw, high voltage protective equipment, woodchipper unit, utility truck, hydraulic tamper, and tree trimming equipment.

High voltage test equipment, insulated high voltage tools and equipment for working on energized lines, voltmeter, amp meter, phase rotation meter, line location devices, computer, handheld meter reading equipment.

WORK ENVIRONMENT

- Physical Demands:** Effort is generally prolonged and frequent; strain may be extended in duration. Must be able to lift and carry 100 lbs frequently. Must be able to lift own body weight with arms. High manual dexterity and agility is required.
- Hazards:** Daily exposure to hazardous work conditions, extreme weather conditions, work may be done during the day or night, Work with voltages from 12 volts DC to 69,000 volts AC Work with heights to 100 feet above ground level or more Work in a confined space.
- Exposures:** Work is performed both in and outside the office, in buildings and open areas, along roadways, and power lines, etc., Working in inclement weather conditions (day or night) within temperatures ranging from sub-zero up to above 105 degrees Fahrenheit. Exposure to high voltages and heights up to 100 feet frequently.