

CITY of AZTEC JOB DESCRIPTION

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| Job Title: | Groundman/Apprentice Lineman |
| Department: | Electric |
| Shift: | Regular 40 hours-4/10's Mon-Thurs-Will be called out on emergency or power outage calls |
| Pay Plan: | EL-04-EL-08 \$21.07/HR-DOQ |
| Exempt: | No |
| Reports To: | Electric Line Superintendent, Electric Director |
| General Direction From: | Electric Crew Leader, Lineman, or Meterman |
| Position Closes: | POSITION 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 fulfill 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 Electric Utility Department oversees the maintenance of the substation, construction and maintenance of distribution and transmission lines, street lighting, Line extensions to customers, services (overhead and underground), and the reading and maintenance of customer meters.

ESSENTIAL DUTIES

GROUNDMAN

This is an entry-level position under the general supervision of the Electric Director, Crew Leader, Lineman, and Apprentice Lineman.

The work involves assisting line personnel in the construction and maintenance of overhead and underground high voltage distribution systems by performing a variety of manual tasks, including driving and operating equipment such as Bucket trucks, Digger derrick trucks, excavation, and trenching equipment. Most work is accomplished under the direction of an Electric Crew leader, Lineman, or Apprentice Lineman. Most of the work is done on or near the ground. Has a working knowledge of safety procedures and occupational hazards associated with the electric utility trade.

Examples of Duties:

- Assists linemen in the installation of electrical equipment, transformers, poles, and conductor.
- Assists in street light maintenance and assists in the installation of new lights, including operation of aerial lift device.

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.

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- Assist with Meter Reading within 6 months of hire.
 - Assist with connects and disconnects after being trained in safety procedures within 6 months of hire.
 - Assist lineman and meter tech in the inspection of power lines and services.
 - Assist with holiday or event decorations and supplying of power to such events supported by the City of Aztec.
 - Assists in the setting of poles.
 - Truck driving and equipment operation.
 - Hands or hoists tooling, equipment, and materials to linemen.
 - Trenching by hand or machine and placing conduits, vaults, and conductors in the trench.
 - Backfilling by hand or machine, operating a soil compaction device while filling trenches and holes.
 - Placing anchors and installing guy wire on or near the ground.
 - Counts material for inventory records.
 - Performs manual labor such as digging of holes and trenches and lifting or placing material.
 - Responsible for stocking trucks with material.
 - Responsible for maintaining work area in a clean and safe manner on all job sites.
 - Responsible for and maintains safety barriers around work areas.
 - Assembles construction units either on the ground or in the warehouse.
 - Working knowledge of hardware, construction standards, and specifications, map reading, staking sheets, and safety manual within two years of hire.
 - Posting required information on documents or computerized ledger i.e., inventory charge tickets, meter charge, and receive tickets.
 - Drive and operate within one year of hire; dump truck with trailer, excavator, skid loader, trencher, conductor, pulling equipment, woodchipper, air compressor, and pneumatic boring machine.
 - Drive and operate within 6 months of hire; bucket truck, digger-derrick truck.

APPRENTICE

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 program, designed to fit them for employment as a Journeyman Lineman, in the performance of tasks, which increase in difficulty and responsibility as the training period progresses. The 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. Each Apprentice Lineman will be required to sign an Apprenticeship Agreement with the City of Aztec.

General:

Performs duties as a member of a crew in the maintenance of transmission and distribution lines, signal lighting, and street lighting for the City of Aztec. The Incumbent will perform maintenance on energized lines using proper equipment such as rubber gloves and hot sticks. The Incumbent will be required to learn and correctly operate line construction tools and equipment. The Incumbent will have to perform duties from a pole when working from an aerial bucket is not possible. The Incumbent will work in the construction and repair of transmission and distribution power lines. The Incumbent must be able to become a qualified Journeyman Lineman, having served an apprenticeship of approximately 8,000 hours. In emergencies, the

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incumbent will exercise their own judgment concerning switching procedures and making system repairs with the approval of the Superintendent or Electric Director.

Troubleshooting:

Must be able to locate and make repairs in order to restore power to customers under adverse conditions when deemed qualified.

Sectionalize:

Must be able to sectionalize the electric distribution system. This requires knowledge of the electric distribution system using all safety switching procedures when deemed qualified.

Transformers:

Requires knowledge of various transformer connections and voltages. An apprentice will work with a variety of transformers and transformer banks. An apprentice must be able to troubleshoot, repair, and replace transformers as needed when deemed qualified. Every job should be done safely while maintaining the correct voltages.

Hot Work:

1st-year Apprentice: No hot work (work on energized lines) will be allowed without the direct supervision of a Journeyman Lineman or qualified person. 1st-year hot work will be limited to 600 volts or less. May work 120v single phase meter connects/disconnects without supervision when deemed qualified. May not work on any more polyphase metering without direct supervision of a Journeyman Lineman or Qualified Person.

2nd and 3rd-year Apprentice: May work on energized circuits 600 volts or less without direct supervision when deemed a Qualified Person. May assist Journeyman Lineman in hot stick and aerial bucket hot work on 7.2/12.5 kV lines with direct supervision. May work in the absence of a Journeyman Lineman or as a member of a crew on 7.2/12.5kV when deemed a Qualified Person on a case-by-case basis with the approval of either the Superintendent or the Electric Director.

3rd-year Apprentice: May perform hot work on 69kV lines with the direct supervision of a Journeyman Lineman or Qualified Person.

4th-year: May perform work on any energized circuit if deemed a Qualified Person. In the absence of a Journeyman Lineman, the incumbent may be required to assume the duties and responsibilities of that position on a case-by-case basis with the approval of either the Superintendent or the Electric Director.

Meter Reading: Reads electric and water meters in an accurate and efficient manner, using a computer, and meets meter reading deadlines established by the Utility Office or Supervisor. Forwards completed meter readings to the Utility Business Office for compilation, as scheduled.

Connects and Disconnects: When deemed qualified, the apprentice will be required to make single-phase meter connects/disconnects and install or remove single-phase meters safely and efficiently, from information received on service orders. May not work on any polyphase metering without direct supervision of a Journeyman Lineman or Qualified Person until deemed qualified. Required to return service orders in a legible, accurate, and timely manner to the Utility Business Office

RESPONSIBILITIES

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| Supervision: | Lineman - Supervises apprentice linemen and groundman or other journeyman linemen with less experience on a single crew in the absence of a Crew Leader. |
| Public Contact: | Some recurring routine contacts with the public |
| Budget: | None |
| Other: | Must be able to work weekends, respond to emergencies within 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 G.E.D.

Experience: **Groundman**
Entry Level

Apprentice Lineman

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 documenting 8,400 on the job training hours.

Knowledge: **Apprentice**

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 be certified in climbing, CPR and First Aid, Forklift after 2nd year.

Groundman
Entry Level

Certificates/Licenses: CDL Class B and Class A

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| Recertification: | As Required |
| 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, skid steer, trencher, OH & UG line pulling equipment.) Maintain stock inventory on card or PC system. Safety equipment such as rubber gloves, hot sticks, and other |

WORK ENVIRONMENT

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| Physical Demands: | Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (100lbs.), pushing, 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 a confined space. Working around and with heavy equipment. |
| Exposures: | Extreme temperature (above 100 degrees summer), or severe outdoor weather conditions (below freezing in winter). Daily exposure to high voltages and Utility maintenance and construction work. |