

## Southwest Electric

### Apprentice Lineman – Class 1

#### Purpose of Position:

An Apprentice Lineman – Class 1 is the second position in the progression of a lineman. The Apprentice Lineman – Class 1 operates the digger equipment and aerial devices.

**Reports to: Construction Crew Foreman**

**Status: Non-Exempt, Full-Time**

**Supervision: None**

#### Responsibilities:

- Adheres to all cooperative safety rules, practices and policies
- Maintains knowledge and informs Members of cooperative policies, procedures and practices
- Works daily establishing and promoting positive relationships and good will among fellow employees, Members and the general public
- Reports any unsafe conditions on distribution lines
- Observes lineman on the pole and anticipates lineman's needs for material and tools
- Assists lineman in preparing materials for use at the work site
- Performs manual labor type tasks as assigned by the Construction Crew Foreman, such as loading material, cleaning truck, digging ditches, tamping, cutting brush, trimming trees and moving materials
- Assists linemen with equipment maintenance duties
- Trains for lineman position by learning on-the-job skills related to line work
- Performs work in connection with framing and rigging for poles, towers and other structures
- Sees that all materials and tools are properly placed on vehicles and kept in an orderly manner
- Reports the need for repairs on tools and vehicles
- Helps repair tools and equipment as necessary
- Performs work to connect service to meter pole or building
- Reads or installs meters when required
- Helps set and remove meter loops, transformers, switches, regulators and other electrical apparatus
- Acts as a flagger when needed
- Wears appropriate work clothing, hard hat, leather gloves, safety glasses and other safety equipment as necessary
- Follows the cooperative's safety manual, National Electrical Safety Code, Rural Utilities Service, Occupational Safety and Health Administration and state and other regulatory agency safety procedures and rules in the performance of all work
- Attends safety meetings
- Serves as a safety monitor on the work site and reports all safety concerns to the Construction Crew Foreman
- The Apprentice Lineman – Class 1 may perform duties of the Apprentice Lineman – Class 2 but will not perform job responsibilities of a higher classified lineman.
- **An Apprentice Lineman – Class 1 shall not work on any energized pole, structure or equipment, except for checking voltage and setting meters (under 240 volts) while under supervision**
- This list of responsibilities is not intended to be all-inclusive and can be expanded to include other responsibilities that the Construction Crew Foreman may deem necessary

## **Qualifications and Knowledge:**

- Must have a high school diploma or equivalent and one year of experience in distribution utility operation
- A certificate from a junior/community college vocational linemen's program is preferred
- Must have completed Apprentice Lineman - Class 1 proficiencies and training as set forth in the Lineman Apprenticeship Program
- Must have a valid Mississippi driver's license and be eligible and remain insured as a driver on the cooperative's auto insurance policy
- Must possess and retain a Class A Mississippi Commercial Driver's License without violations that would prohibit insurability
- Must actively participate in ongoing education and training to continually learn and adapt to technology, safety and other changes
- Must obtain knowledge of the cooperative's service territory
- Must be able to understand and follow the cooperative's Safety Manual
- Must be able to learn and apply information from technical manuals in the completion of duties
- Must be able to work independently
- Must be able to develop and maintain accurate, detailed records
- Must possess knowledge of Rural Utilities Service Materials Specifications and Construction, National Electrical Safety Code, Occupational Safety and Health Administration Regulations and the cooperative's safety manual
- Experience should include all phases of construction, maintenance and system operation
- Must be able to learn to install transformers, wire transformer banks, regulators, capacitors and other electrical equipment
- Must be able to learn to operate assigned equipment including, but not limited to, bucket-lift, forklift, backhoe, trencher, winch, drill, chainsaw, shovel, posthole digger and high compression tools
- Must actively participate in on-the-job, classroom and off-site training to maintain certification in the Lineman Apprenticeship Program
- Must possess the following personal characteristics: team player, high integrity, good personal habits, regular work attendance, courteous and friendly, independent judgment, able to work well with a diverse group of people, gain and maintain respect of others and project a favorable image of the cooperative

## **Communication:**

- Must be able to speak fluent English
- Must be able to enunciate, speak clearly and communicate professionally with Directors, employees, Members and the general public
- Must be able to receive directions and work with other employees as assigned
- Must be able to deal with a variety of people in varying situations with tact and diplomacy
- Required to read and comprehend simple instructions, short correspondence and memos as well as write simple correspondence
- Must be able to effectively present information in one-on-one and small group situations to Members, contractors and other employees of the cooperative
- Must be able to enunciate and speak clearly on the telephone and radio

## **Physical:**

- Must pass pre-employment and all random post-hiring drug screenings
- Must pass a pre-employment physical
- Must be able to lift, carry, push and/or pull 75 pounds on a regular basis, and up to 100 pounds on occasion
- Must have the physical ability to perform the essential functions, duties and responsibilities of the job which include, but are not limited to, seeing, hearing, walking, sitting, bending and lifting
- Manual dexterity of fingers, arms and hands is necessary for essential job functions
- Must be able to work outdoors in varying weather conditions

- Must be able to stand for long periods of time
- Must be able to safely and proficiently climb and work from a pole
- Must be able to safely and proficiently operate a digger derrick, backhoe and trencher
- Must know and practice first aid and cardiopulmonary resuscitation, pole top rescue and aerial device rescue
- Must be able to operate assigned equipment including but not limited to bucket-lift, forklift, backhoe, trencher, winch, drill, chainsaw, shovel, posthole digger and high compression tools
- Must demonstrate job knowledge in order to advance to next level in the job progression through competency assessment and/or performance evaluation

**Working Conditions:**

- Must be able to handle multiple tasks and remain focused under stress
- Normal 8-hour workday or 40-hour work week
- Works around loud equipment and visually inspects work for safe conditions
- This position requires an individual to be in awkward positions, including sitting, standing, bending, reaching, and climbing
- May work at heights up to 100 feet above ground
- Frequently exposed to moving mechanical parts, high precarious places and risk of electrical shock
- Occasionally exposed to vibration
- The noise level in the work environment is usually loud
- Must be able to traverse rugged terrain and work in remote locations
- Regularly exposed to all kinds of weather conditions
- Must be able to work additional hours, including nights, weekends and holidays, during power restoration events and emergencies
- Must be able to attend events, meetings and training within and outside the cooperative service area, including some nights and weekends, as required for the position
- This position will not include an assigned vehicle