



JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL

CLASSIFICATION TITLE: Apprentice Lineman – Utilities Electric Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE:

CLOSING DATE:

PAY RATE: Skill Level 9

SUMMARY DESCRIPTION:

This job requires the use of judgment to comply with instructions and standard procedures. Performs required work in connection with construction of new distribution lines and/or services, working with energized wires only under direct supervision or as part of on-the-job training; maintains tools/equipment in proper working order; effectively represents the City to customers and the public in general; completes necessary records; attends training classes; and performs other related duties as requested.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- A Construction /Maintenance** – Participates in tailgate conferences to plan daily jobs and procedures to be used. Reads and interprets staking sheets in connection with constructing new services or retiring old ones. Installs and maintains security lights and related equipment. Installs and connects transformers, oil circuit reclosers, and related equipment. Installs and connects capacitors, voltage regulators, conductors, and associated material; changes taps on transformers as required. Installs instrument transformers and related equipment. Digs pole and anchor holes and sets anchors; sets, aligns, and frames poles according to specifications. Inspects the service entrance of all new services to ensure conformance with National Electric Safety Code and the City wiring requirements. Performs emergency maintenance and repairs of lines; bypasses regulators, changes out transformers, and repairs other related equipment. Keeps informed of direction of line feeds and the locations of reclosing and switching devices. Patrols the distribution lines of the City and reports any unsafe or unsatisfactory conditions. Ensures that job locations are left in a neat and safe condition following completion of work. Performs hotline work under direct supervision or as part of on-the-job training.
- B Equipment Maintenance** – Assures that trucks, tools, and working equipment are properly used and maintained. Adheres to established maintenance and service schedules for vehicles in accordance with approved policies and procedures. Performs preventive maintenance on tools by sharpening blades and replacing handles, sprockets, and chains as required. Washes trucks as required. Performs field repairs to vehicles and equipment as necessary.
- C Customer Service** – Explains to customers and the public, as requested, the City's policies and

procedures related to services and construction. Handles complaints or problems with courtesy and tact. Promptly responds to service requests and renders necessary service as appropriate.

- D** **Related Duties** – Takes a turn in the standby rotation. Trims trees and cuts brush for right-of-way as required. Completes daily time sheets and mileage reports as required. Completes staking sheets, material tickets, meter set/change sheets, and transformer installation/removal records as required. Administers first aid, artificial respiration (CPR), and/or pole top rescue as required. Attends and participates in annual job and safety meetings and other training programs. Performs other related duties as requested.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of transformers, breakers, line assemblies, meters, regulators, and other equipment found in electrical distribution systems.
- Knowledge of electrical and safety codes. (i.e., National Electrical Code, RUS Construction Code, and safety codes).
- Knowledge and skill to perform first aid techniques, CPR, and pole top rescue.
- Knowledge of the City's policies/procedures related to construction and operations of distributions systems.
- Knowledge and skill to perform basic (adding, subtracting, multiplying, and dividing) mathematical computations.
- Skill to perform required duties in construction and maintenance of distribution/service lines; operate bucket and derrick trucks.
- Reading skills to understand policies, procedures, and instructions.
- Verbal skills to communicate with supervisors, crew members, and consumers regarding technical or service information.
- Ability to establish and maintain effective working relationships with all supervisors, crew members, and consumers.
- Knowledge of operation and maintenance of a variety of motorized maintenance and construction equipment.
- Must have a valid Alabama Class A CDL Driver's License.
- Knowledge of traffic laws related to the operation of trucks and heavy equipment.
- Knowledge of principles and practices of routine and preventative maintenance of construction equipment.
- Knowledge of the geography and street system of the City of Troy.
- Ability to operate a variety of construction equipment safely and productively in traffic.
- Ability to perform a variety of semi-skilled and skilled construction and maintenance tasks.
- Ability to operate and maintain hand and power tools in a safe and efficient manner.
- Ability to perform heavy manual labor.
- Ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Ability to load, haul, collect and dispose of materials, debris, and trash.
- Ability to operate a two-way radio and headset.
- Ability to read and interpret basic blueprints, diagrams, and maps.
- Ability to be available to work nights, weekends, stand-by and emergency call-ins.

MINIMUM QUALIFICATIONS

- A. High school diploma or GED. Six months experience in electric utility operation including construction, climbing poles, and equipment.
- B. Enrolled in or completed TVPPA or equivalent Apprentice Lineman program.
- C. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- D. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
The incumbent is regularly required to sit; drive trucks; see clearly, including peripheral vision; and/or use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; occasionally lift or carry heavy objects between 50-100 pounds; and grasp, hold and toss objects.
Supervisory Control
The supervisor assigns work in terms of specific instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of semi-skilled and skilled manual labor. The operation of heavy equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to Electric Department crews and to act specifically under direct supervision. Success in this position results in greater effectiveness of the work load of the electric department.
Personal Contacts
Contacts are typically with employees, co-workers, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is performed in a truck and in the field exposing employee to high and low temperatures; dirt, dust and fumes, and in an outdoor environment with exposure to varying

weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. Work is also regularly performed upon or in close proximity to high and low voltage power lines. The incumbent's working conditions are typically moderately loud to very loud.

Supervision Exercised

Generally none.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Commercial Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.