



Title: Apprentice Lineman

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

Revised 1/2024

BRIEF DESCRIPTION:

The purpose of this position is to assist the Journey Lineman in the installation and repairing of electric lines, transformers, and related components. This is accomplished by preparing new areas for the construction and installation of lines, maintaining overhead and underground systems, setting electrical poles, and assisting in the installation of lines and transformers. Other duties include troubleshooting service lines, responding to customer complaints, and operating heavy equipment.

REPORTS TO:

Electric Superintendent

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	V	Aids Journey Lineman in the construction and installation of electrical distribution systems by using the digger truck to excavate holes; setting new poles and anchors; installing and hanging transformers and mounts; hanging jacks; installing arrestors, cut-outs, and cable terminators; laying and tying conductors; and testing systems for proper installation.	75%
2	H	Helps to maintain electric systems by replacing damaged transformers and rotten poles; repairing damaged insulators, cut-outs, and arrestors; responding to customer complaints and inquiries; running tests on systems in order to find faults; and picking up trash and debris around work sites.	25%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years of experience in high voltage electrical field preferred.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: Within this job, the employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results. These detailed instructions normally allow little room for deviation. The immediate supervisor may, at times, provide close and constant review while work is under way and when the assignment is completed. Typically would see entry-level job involving routine activities at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Driver's License required and Texas Commercial Driver's License obtained within One (1) year of employment.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties, communicating with co-workers
Sitting	R	meetings, driving
Walking	C	around work site
Lifting	C	supplies, equipment
Carrying	C	supplies, equipment
Pushing/Pulling	C	equipment
Reaching	C	for supplies
Handling	O	paperwork, monies
Fine Dexterity	O	calibrating equipment
Kneeling	C	retrieving items from lower shelves/ground
Crouching	C	retrieving items from lower shelves/ground
Crawling	C	under equipment, inside attics/pipes/ditches
Bending	C	retrieving items from lower shelves/ground, making repairs
Twisting	C	getting inside vehicle
Climbing	C	ladders, onto equipment
Balancing	C	on ladders, on step stool, on equipment
Vision	C	driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Digger truck, bucket truck, ditch witch, transformers, poles, electrical conductors, cut-out, arrestors, hand tools.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	O
Electrical Hazards	C
Fire Hazards	O
Explosives	O
Communicable Diseases	R
Physical Danger or Abuse	C
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety glasses, ear plugs, leather gloves, leather boots, protective clothing

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.