

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Apprentice Lineman - I

Department: Electric
Reports To: Line Superintendent
FLSA Status: Nonexempt
Shift: 8:00 AM – 4:30 PM
Salary Level: 2
Prepared By: Tohono O'odham Utility Authority
Approved By: General Manager (Mike Bethurem)
Approved Date: 06/26/2019

SUMMARY

Under the direction of the Line-Supervisor, Line-Foreman or Journeyman Lineman the Apprentice Lineman is responsible for building, maintaining, and repairing overhead and underground power distribution lines WITHIN the scope of his/her training and certification in a safe and efficient manner within accepted operations standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Prepares vehicles for construction or maintenance projects to include fueling, loading poles, stocking materials and supplies, and inspecting machinery and equipment.
- Maintains cleanliness of all department vehicles, assures that bucket trucks and digger/derricks are free of dirt, oil and other contaminants that might degrade the integrity of the equipment's insulation capabilities.
- Drives and operates bucket truck, digger, trencher and forklift, and other types of equipment used in the power distribution industry.
- Makes frequent checks of tools and protective equipment to assure that they are safe and operable and reports any defective equipment to immediate supervisor.
- Assist in framing and setting poles, laying wire, tying wire, connecting/disconnecting services, and performing tree trimming and line clearing duties.
- Works with senior apprentices and journeyman to construct and maintain power lines within the scope of training and certification.
- Climbs poles of all types and performs the duties required of linemen on and off the poles, including changing out cross arms, transformers, conductors, etc.
- Responds to power outages and customer problems and trouble shoots to restore power, doing so within the apprentice's scope of training and abilities.
- May assist in the training of less-experienced apprentice linemen.
- Follows TOUA's recommended apprenticeship progression standards outlined in the Apprenticeship requirement and apprenticeship agreement.

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- Studies and learns required job knowledge and skills in order to advance in a timely manner through the complete apprenticeship program.
- Acquires and maintains a working knowledge of equipment, RUS specifications, OSHA regulations, mapping system, and other operational and regulatory systems related to the responsibilities of the position.
- Performs maintenance activities on energized or de-energized lines to keep the system in a safe and operable condition.
- Hooks up single-phase and multi-phase transformer connections using the correct configuration to assure end user of proper voltage levels.
- Reads meters and performs reconnects, disconnects, installs and removal of meters at the request of the customer or Billing Department to assure timely compliance with member requests and/or TOUA's policy.
- Maintains material inventories and completes required documentation to assure proper material records are kept.
- Attends and participates in safety meetings to become aware of safety rules and regulations and to help assure that safe working practices are followed and a safe working environment exists for the individual, fellow employees and customers.
- Maintains a current knowledge of first aid, CPR and other life saving techniques and performs these techniques as necessary to ensure that prompt attention is given to co-workers during emergencies.
- Locates and marks underground cable routes as requested to allow others to safely dig without service interruption or cable damage
- Additional responsibilities may be assigned by the Operations Manager, Line Superintendent or Lead Journeyman (as assigned) to perform other duties from time to time.
- Other duties may be assigned

APPRENTICE LINEMAN – I

(a) Purpose

This position is one of active training in line work with a focus upon line construction. In order to remain in the lineman classification, it is a requirement for the individual entering this training to progress with training and experience to the Journeyman Lineman level within a planned period of time.

(b) Line condition

The Apprentice Lineman will not work within contact distance of an energized conductor on any electrical installation or pole while in this position. Work will be limited to construction and maintenance, in which electrical installation or poles are completely de-energized and grounded.

(c) Assigned training and responsibilities include:

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By the end of the first year, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

- (1) The Authority's safety rules.
- (2) First aid training.
- (3) Identification of material, tools and equipment.
- (4) Proper handling and use of materials, tools, and equipment.
- (5) Frame poles.
- (6) RUS specifications and basic construction units.
- (7) Climbing poles.
- (8) Drive and maintain vehicles and equipment.
- (9) Operate radio.
- (10) Meet all State requirements to operate TOUA vehicles, such as CDL license, or any other qualifications.
- (11) Perform other first year duties as assigned.

(d) Training arrangements

The Line Superintendent is responsible for training, and will delegate specific activities to the Line Foreman or Journeyman Lineman in charge. Apprentice must participate in Apprentice correspondence courses, on the job training and required lab classes approved by TOUA's management. Apprentices must participate in safety programs established by TOUA's Management. Must start Apprentice School when requested by TOUA management.

(e) Reports to for supervision:

Is under the direct supervision of the Line Foreman of the crew or Journeyman Lineman to which he is assigned.

(f) Standards for being on Call

The apprentice may go on calls with the Journeyman Lineman only to assist in non-energized functions.

(g) Progression

At the end of twelve (12) months, and the satisfactory completion of the first year's - Apprentice Lineman correspondence course, a decision is made by a panel comprised of the Operation's Manager, Line Superintendent and Journeymen Linemen as to whether the apprentice can be advanced to the next training step, Apprentice Lineman Second Year. If the apprentice cannot be advanced and there are indications that further training will lead to advancement, apprentice may be continued in present position for a period not to exceed six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination will occur.

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QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

EDUCATION and/or EXPERIENCE

- Must possess a high school diploma or equivalent GED certificate.
- Prefer four years related experience and/or training; or
- Equivalent combination of education and experience.
- Must pass a climbing abilities and lineman assessment class prior to enrollment into apprenticeship program.
- Must participate in a four-year lineman apprenticeship program approved by TOUA and must successfully complete the course during the first four years of employment as an Apprentice Lineman.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Prefer ability to converse in the Tohono O'odham language.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry and interpret mathematical figures and formulas.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- First Aid and CPR

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- Requires a valid Arizona Driver's License, valid Arizona Commercial Driver's License preferred.
 - Applicant selected for this position that does not have a Commercial Driver's License will be required to attain an Arizona Commercial Driver's License within six (6) months of employment.

OTHER SKILLS and ABILITIES

- Ability to operate specific equipment or tools.
- Ability to work with specific computer software.
- Familiarity with specific terminology related to the electric industry.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high precarious places; outside weather conditions; and with explosives; and is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; risk of radiation; and vibration.
- The noise level in the work environment is usually moderate to very loud.