

CITY OF HEALDSBURG

APPRENTICE LINEMAN LINEMAN/TROUBLESHOOTER

DEFINITION

To perform skilled work in the installation, maintenance and repair of municipal electrical utility systems and facilities; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Apprentice Lineman - This is the entry level class in the technical Lineman series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Apprentice Lineman class is distinguished from the Lineman/Troubleshooter level by the performance of less than the full range of duties assigned to the Lineman/Troubleshooter level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Lineman/Troubleshooter - This is the journey level class in the technical Lineman series and is distinguished from the Apprentice Lineman level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Apprentice Lineman level; and acts in the absence of Electric Line Foreman, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Apprentice Lineman

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Lineman/Troubleshooter

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform skilled work in the installation, maintenance, inspection and repair of municipal electrical utility systems and facilities including functions from the substation to the house meter; run services; set meters and provide electrical service to individual addresses and perform installation, maintenance and repair of electrical circuits.

Perform work on overhead lines, individual services and substations; install, maintain and repair overhead primary and secondary lines; pull overhead conductors; clean and repair conductors; maintain and repair streetlights, substations, switches and circuits to maintain service during maintenance and repair activities.

Troubleshoot, replace or relocate poles and structures, adjust guys, test and treat wood poles, transfer conductors, facilities and equipment, ensure line clearance, and perform testing.

Assist with new construction of electrical infrastructure; construct pole and cross arm assemblies; set poles and relocate or replace cross arms; set, connect and replace single and multi-phase transformers; perform overhead and underground line operations including inspections of equipment, grounding, routine line patrolling, load and voltage testing.

Drive trucks, commercial utility vehicles and fleet vehicles; use a variety of tools and equipment in the performance of work; proficiently operate aerial devices, digger derricks, and tools and equipment related to such vehicles; observe proper safety precautions, particularly when working with energized circuits and with hazardous chemicals; model to apprentices appropriate safety precautions, Personal Protective Equipment (PPE), and work practices.

Trim trees for protection of utility equipment; assist when needed in the installation of overhead decorations as needed.

Provide Mutual Aid to other electric utilities as assigned and as needed; in most cases this will require travel and overnight stays.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Apprentice Lineworker

Knowledge of:

Basic identification and use of equipment, tools, materials and methods used in electrical utility installation, maintenance, troubleshooting and repair work.

Basic principles and theory of electrical generation, distribution, and transmission systems.

Basic reading, writing, and mathematics skills

Modern office equipment and software including email, word processing, basic data entry, and other related software.

Ability to:

Learn relevant local, state and federal laws, rules, regulations and industry standards related to the area of assignment.

Learn to perform skilled work in the installation, operation, maintenance and repair of municipal electrical utility systems and facilities, streetlights, and meters.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; reference mapping; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Learn to climb poles, dig holes, haul load and unload material, and basic construction practices including anchoring, guying, line hardware, wire sizes and sagging.

Learn the basic principles and practices of the electricians' trade in order to recognize unsafe and dangerous conditions.

Learn the aspects of the installation, maintenance and repair of overhead and underground electrical utility equipment and facilities.

Learn to troubleshoot difficult and complex electrical utility problems and implement sound, safe solutions.

Learn the safe operation of all utility aerial and digging equipment and safe climbing of wooden or steel poles or structures.

Learn to perform overhead and underground line operations, line transformers, taps and inspections of equipment, grounding, routine line patrolling, load and voltage testing.

Learn to read and interpret drawings, blue prints and specifications.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers, smart-phones, tablets and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some related work experience directly related to electric utilities is desirable.

Training:

Equivalent to the completion of the twelfth grade and completion of a formalized pre-apprentice Lineworker program.

License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of or ability to obtain and maintain traffic-flagging certification.

Possession of or ability to obtain a fork lift certification.

Possession of or ability to obtain cardiopulmonary resuscitation (CPR) and First Aid certifications.

Lineworker/Troubleshooter

In addition to the qualifications for the Apprentice Lineworker:

Knowledge of:

Safety practices pertaining to the work including working from aerial buckets, with high voltage energized lines and with hazardous chemicals.

National Electrical Code (NEC) and California Electrical Code (CEC) as they relate to electrical services.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Standard operating procedures for planned and unplanned switching to isolate and restore power as required.

Infrared and other inspections to determine appropriate or necessary repair work.

The operation and functionality of specialized electric utility equipment

Ability to:

Perform skilled work in the installation, operation, maintenance and repair of municipal electrical utility systems and facilities including overhead and underground electrical utility equipment and facilities, street-lights and meters.

Troubleshoot difficult electrical utility problems and determine necessary repair work; call out additional electric staff as required; make reports about condition of lines and equipment during emergency conditions and always implement safe and sound solutions.

Climb poles, dig holes, haul, load and unload material, and apply basic construction practices to install, inspect and maintain various equipment necessary for both underground and overhead electrical distribution systems.

Perform overhead and underground line operations, inspections of equipment, grounding, routine line patrolling, and load and voltage testing.

Perform both visual and intrusive inspect for poles, lines, vaults, and other electric equipment.

Accurately and timely locate and mark underground cables and facilities.

Read and interpret drawings, blue-prints, standards, written procedures, and specifications.

Assist in the maintenance and repair of switching gear, transformers and related substation equipment, as necessary.

Maintain familiarity with the City's electrical substation equipment, functionality and unique general safety requirements. Readily assist fully trained substation personnel when assigned as necessary.

Safely operate utility aerial and digging equipment and safe climbing of wooden or steel poles or structures.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Respond to non-emergency service calls; read and install electric meters; connect electric services for new customers; and disconnect services as required.

Instructing others in work procedures and safety precautions.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Completion of a recognized apprenticeship program as a Lineworker or satisfactory performance as a Lineworker Apprentice including working with high voltage energized circuits with the City of Healdsburg. Incumbents in this class are required to have completed a formal apprenticeship program to be fully Qualified Electrical Worker (QEWP) to work on energized primary and secondary electrical transmission and distribution lines and related facilities and equipment.

Training:

Equivalent to the completion of the twelfth grade.

Completion of a formalized, 4-year, State-recognized Lineman Apprenticeship Program. The four-year period must include a minimum of two (2) years of supervised experience working with high voltage energized circuits.

License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of or ability to obtain and maintain traffic-flagging certification.

Possession of or ability to obtain a fork lift certification.

Possession of cardiopulmonary resuscitation (CPR) and First Aid certified or the ability to become and maintain certification.