

**POSITION DESCRIPTION  
TELL CITY ELECTRIC DEPARTMENT**

**POSITION:**                   Apprentice Lineperson  
**WORK SCHEDULE:**       7:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:**         LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** July 2009  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Tell City provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Apprentice Lineperson for the Tell City Electric Department, responsible for performing assigned tasks, including troubleshooting, testing, maintaining, repairing, and operating of distribution system facilities and equipment and participating in on-the-job training and Indiana Municipal Electric Association Apprentice Training Program.

**DUTIES:**

Participates in the Indiana Municipal Electric Association Apprentice Training Program to learn line maintenance, construction, and service functions in the appropriate section of TCED under direct and detailed supervision.

Learns various functions of Lineperson's duties under detailed supervision, including installing single and multiphase transformers, rephasing and phasing rotation on multiphase circuits, installing, moving, or removing transformers, area lighting, secondaries, service drops, removing circuit breakers, poles, conductors, capacitors, regulators, or any other line equipment, reading staking sheets, trimming trees properly, proper submittal of time, mileage and gas tickets, material chargeouts, and any other clerical forms or procedural work. Gradually expands duties based on the Apprentice's level of achievement in the Apprentice Training Program.

Maintains trucks, tools, and equipment, including ensuring proper working condition and reporting needed repairs to supervisor.

Operates various equipment, including radio and automotive equipment. Complies with traffic laws, safety rules, regulations, and safe practices.

Studies Department's electric and mechanical tagging rules and other numbering systems; studies layout and characteristics of electrical transmissions and distribution line in Department areas to which assigned.

Collects delinquent accounts when assigned.

Learns direction of line feeds from substations and location of switchers and fuses.

Attends and participates in required safety meetings scheduled by Department, including learning modern methods of first aid and artificial respiration and resuscitation.

Occasionally responds to emergencies on a 24 hour basis from off-duty status.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEGE:**

High school diploma or GED. Associate degree in Electrical Technology preferred.

Working knowledge of department practices and procedures, and ability to apply such knowledge to a variety of tasks, processes and operations.

Ability to learn to properly operate various equipment/tools/machinery in performance of duties, including line bucket trucks, digger-derrick truck, other heavy equipment and rolling stock.

Ability to plan and layout assigned work projects, apply knowledge of people and locations, and read and interpret detailed prints, sketches, and maps.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out instructions and present findings in oral or written form.

Ability to effectively communicate in a courteous, tactful manner with co-workers, vendors, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work with others in a team environment.

Ability to count, make simple arithmetic additions/subtractions, and compute/ calculate.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended hours, weekends, and evenings and occasionally travel out of town for schooling or mutual aid, sometimes overnight.

Ability to regularly serve on 24 hour call rotation basis, when qualified, and occasionally respond to emergencies on a 24 hour basis.

Possession or ability to obtain proper licenses for compliance with DOT requirements.

## **II. RESPONSIBILITY:**

Incumbent receives immediate supervision with assignments performed according to specific detailed instructions for hazardous duties, and no flexibility in the job.

Incumbent reports to Leadperson, Operations Foreman and/or other designated supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve sitting/walking at will, standing/walking for long periods, lifting objects weighing over 50 pounds, pushing/pulling objects, carrying objects, crouching/kneeling, bending at waist, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping objects.

## **IV. WORKING CONDITIONS:**

Incumbent performs duties outdoors, involving working in wet/icy surroundings, working in extreme hot or cold temperatures, walking on uneven terrain, working with or near chemicals, working near fumes, odors, dust, dirt, working with noisy and/or energized equipment, working in confined areas, working in high places, such as climbing poles, ladders or bucket truck, and responding to situations involving potential physical harm to self and others. Incumbent is required to wear protective clothing and/or equipment, including rubber gloves and/or flame retardant clothes. Safety precautions and universal health precautions must be followed at all times to ensure safety of self and others.

Incumbent may occasionally work extended hours, weekends, and evenings, and occasionally travels out of town for schooling or mutual aid, sometimes overnight. Incumbent regularly serves on 24 hour call rotation, when qualified, and occasionally responds to emergencies on a 24 hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Apprentice Lineperson for the Electric Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Approved by  
*Marlow J. Smethurst*  
9/21/09