



JOB DESCRIPTION

TITLE: **1st Year Apprentice Lineman**

REPORTS TO: Line Foreman

REVISION: 2/4/21

SUMMARY:

The term Apprentice Lineman is applied to employees engaged in a 4-year training program of on the job, and related vocational education before becoming eligible to be considered for promotion to the classification of Lineman 1st Class. The 1st Year Apprentice is required to learn and perform all the work of a Groundman. However, essentially they are trained to learn the job procedures and technical skills of a Lineman who works aloft and/or with energized lines.

The 1st Year Apprentice will be under the close supervision of at least one 1st Class Lineman or 1st Class 2nd Grade Lineman at all times. The Apprentice will only work on energized structures if both of the following conditions are met:

- 1) the task is listed explicitly in the "Duties" section of this job description, and
- 2) the supervising 1st Class Lineman concludes that the Apprentice's previously demonstrated competence is sufficient to allow the Apprentice to safely complete the assigned task.

The Apprentice will be given one to two days per month of classroom training with a proper training manual for beginning linemen. This training will be given to the Apprentice by the Line Foreman or his or her appointee. After the first year in training it would be up to the Line Foreman as to the extent that the Apprentice would be expected to progress in relation to the amount of line work the Apprentice would perform in accordance with the actual experience the Apprentice has had.

The Apprentice is required to take on-call trainee duty at least one week per month for approximately the first six months as an Apprentice. The on-call trainee is a 3rd member of the on-call team for training purposes only. As an on-call trainee, the Apprentice's primary responsibilities are to observe and learn. The on-call trainee shall not be responsible for pole-top or bucket rescue. The on-call trainee is not a substitute for a second crew in cases where additional assistance is needed by the on-call crew. When scheduled as the on-call trainee, the Apprentice will receive on-call pay in accordance with the Collective Bargaining Agreement.

After completion of approximately 6 months of apprenticeship, the Apprentice may be assigned to regular on-call duty, subject to the following conditions:

- General Manager and Foreman approval after consultation with other Line Crew members,
- Completion of "Basic" climbing school,
- Competence in hazard recognition,



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- Demonstrated (tested) competence in pole-top rescue, and
 - Demonstrated (tested) competence in bucket rescue.

Every employee of the Cooperative has a responsibility to contribute the Cooperative's culture of safety. The Apprentice's first concern in the execution of his or her duties must always be the safety of co-workers, members, and the public.

DUTIES:

1. Under the close supervision of at least a 1st Class Lineman, performs construction and maintenance activities on the Cooperative's distribution system, including all duties of the Groundman.
2. Complete PREA basic climbing school or equivalent.
3. Complete pole top and bucket rescue.
4. Learn work order use and material tracking sheets.
5. Participate in warehouse activities including inventory.
6. Use, care for, and maintain all PPE.
7. Use, care for, and maintain live line tools.
8. Use voltage meters and testers.
9. Hazard recognition.
10. Line patrol/inspection.
11. Check/set single phase form 2S revenue meters.
12. Learn the safe set up/operation of aerial buckets.
13. Learn to operate the digger derrick in non-energized setting.
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14. Apply protective grounds.
15. As a groundman:
 - a. assist in setting single phase poles in the vicinity of energized lines including plumbing and tamping, months 1-6,
 - b. assist in setting of 2 or 3 phase poles in energized lines, months 7-12,
 - c. operate circuit protection devices using extendo sticks.
16. On de-energized lines, string, sag, and dead-end conductor, either from the hooks at any height on the pole, or from the bucket at any height on the pole, subject to limitations described in Duties "18.c" and "18.d" below.
17. On energized poles, may climb to a maximum belted off height of no closer than 6 feet to any phase and never higher than the neutral. Subject to this max working height constraint and to all other DCEC safety rules, work on an energized pole may include:
 - a. test for voltage,
 - b. apply protective grounds including equipotential grounds,
 - c. apply hard line cover up with a shotgun,
 - d. install transformer/triplex/loop services,
 - e. de-energize and energize taps with a shotgun,
 - f. frame, hang, and sag new tap construction neutrals.
18. Work from a bucket, subject to the following limitations:



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- a. When using a bucket near energized poles/lines, maximum bucket operating height limited such that the lip of the bucket be no closer than 6 feet to any phase and never higher than the neutral. This max working height in the vicinity of energized structures applies regardless of whether the Apprentice is in a 2-man bucket with a 1st Class Lineman or alone in a single bucket. Work from a bucket may include:
 - i. test for voltage,
 - ii. apply protective grounds including equipotential grounds,
 - iii. apply hard line cover up with a shotgun,
 - iv. install transformer/triplex/loop services,
 - v. de-energize and energize taps with a shotgun,
 - vi. frame, hang, and sag new tap construction neutrals.
 - b. When using a bucket in a de-energized zone, there is no maximum bucket operating height, but Apprentice's use of bucket is still subject to limitations described in Duties "18.c" and "18.d" below.
 - c. May observe/assist a 1st Class Lineman in a double bucket, months 1-6, subject to the max working height restriction described in item "18.a" above when in the vicinity of energized poles.
 - d. May operate a single bucket, months 7-12, subject to the max working height restriction described in item "18.a" above when in the vicinity of energized poles.

ACCOUNTABILITIES:

1. Follows company and department policies and accurately performs detailed procedures.
2. Maintaining strict confidentiality of all members' records.
3. Must be courteous and promote the interest of the Cooperative among the members.
4. Ability to ascertain facts that assure that information is complete and accurate.
5. Perform all other duties as may be assigned which can be reasonably performed.
6. Is familiar with and uses appropriate personal protective equipment in accordance with the Cooperative's Safety Manual.
7. Follows safe work practices in accordance with the Cooperative's Safety Manual. If the Apprentice is not confident that he or she has received sufficient instruction, information, tools, time, etc. to perform a task safely, it is the Apprentice's responsibility to speak up, call a time-out, and request the necessary help.

JOB SPECIFICATIONS:

KNOWLEDGE AND SKILLS:

Good communications skills, both oral and written. Demonstrated possession of tact, integrity and common sense. Must possess knowledge of safety rules and Cooperative policies & practices. Effective 12/11/20, new Apprentices must obtain a NYS Class A CDL driver's license within 1 year of employment or 1 year of eligibility (ie before 22nd birthday) whichever comes first. Must have a general knowledge of electrical distribution systems and ability to spot line clearance and other general safety hazards.



EDUCATION

A minimum of a high school diploma is required.

EXPERIENCE

Some experience in the electric utility field is helpful.

KNOWLEDGE

Some knowledge of basic electricity and basic mechanical systems is helpful.

ABILITY & SKILLS

Must be able to communicate both verbally and in writing.

PHYSICAL CHARACTERISTICS and ESSENTIAL FUNCTIONS

- Must be physically fit.
- Must possess average mental and manual dexterity plus vision in both eyes correctable to 20/20.
- Work requires walking over varying terrain, bending, reaching, and lifting objects weighing up to 100 pounds.
- Must be able to withstand exposure to adverse elements when required in emergency outage situations.
- Must be able to climb into and out of a man-bucket on a utility bucket truck.
- Must be able to climb utility poles.

NON EXEMPT STATUS

This position is subject to the "Outside" Collective Bargaining Agreement with IBEW Local 10 and to the overtime requirements of the Fair Labor Standards Act, as amended, and therefore may perform any and all line craft work related to the position.