

SAN PATRICIO ELECTRIC COOPERATIVE, INC.
SINTON, TEXAS

POSITION DESCRIPTION

Updated 7/22/2016 sy

JOB TITLE: Apprentice Lineman I	POSITION CODE: 15Q
	SALARY GRADE: NE-AL-1
DEPARTMENT: Operations	FLSA Status Non-Exempt Position
APPROVED BY: _____	
<i>General Manager</i>	<i>Date</i>

<i>Human Resources Official</i>	<i>Date</i>

I. POSITION FUNCTION SUMMARY:

The mission of San Patricio Electric Cooperative governs the work of all SPEC employees, and as stated is:

***“Our mission is to provide safe and reliable electric service for our Member/Owners.”
To provide electric service to enhance the quality of life for our members. To provide electric service at reasonable and sustainable rates. To provide excellent customer service with well trained, helpful and courteous employees. To provide support to our local communities. To operate San Patricio Electric Cooperative as a member owned, not for profit, electric cooperative guided by the seven cooperative principles.***

Under the direction of the Construction, the Apprentice Lineman I 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.

II. PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

1. Prepares vehicles for construction or maintenance projects to include fueling, loading poles, stocking materials and supplies, and inspecting machinery and equipment.
2. Performs preventive maintenance on bucket truck and digger.
3. Drives bucket truck, digger, trencher and forklift.
4. Works with senior apprentices and journeyman lineman to construct, retire and maintain power lines within the scope of training and certification. Climbs de-energized poles under the direct supervision of a journeyman lineman.
5. Under the direct supervision of a journeyman, assist in the inspection of existing power lines looking for problems and trouble shooting problems.
6. May assist in the training of less-experienced apprentice linemen
7. Required to study and learn required job knowledge and skills in order to advance in a timely manner through the complete apprenticeship program as per the program’s guidelines.

8. Completes second 2000 on the job hours of training which include being competent in and demonstrating the ability to, and understanding of:
 - Inspect, set up and operate a Line truck.
 - Select proper tension sleeves and tools to splice conductors.
 - Check voltage at member's meter base.
 - At a designated pole, identify the various circuits or other installations such as telephone wire and cables.
 - State the proper ground clearance for wires over a highway, bodies of water, driveway or railroad crossings.
 - Install a member's meter and record the information.
 - Install personal protective grounds on a line that has been de-energized (both overhead and underground).
 - Frame a pole and identify the installation that is to be made on it.
 - Use hand signals for loading or unloading poles on or from a trailer.
 - Fill out an injury report.
 - Place lights or flags on a trailer when hauling poles.
 - Identify types of single-phase transformers (conventional, or pad mount).
 - Use of an amp meter.
 - Identify primary voltages on distribution circuit.
 - Safely handle a capacitor.
 - Adult CPR (re-certified).
 - Safety Manual procedures.
 - RUS Specifications (overhead and underground).
 - Chain saw safety.
 - Frame various three phase construction units.
 - Properly set up warning signs when working beside a highway.
 - Tie-in poles using tie-wire.
 - Sag primary wire off the pole.
 - Hang transformers off the pole.
 - Use, clean and inspect all tools.
9. Maintains current knowledge of equipment, RUS specifications, OSHA regulations, mapping system, and other operational and regulatory systems related to the responsibilities of the position.
10. Substation training as coordinated, monitored by the Operations Supervisor.
11. Provides customer service as needed and appropriate.
12. Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general.

OTHER INFORMATION: The Apprentice Lineman I, under the supervision of the Operations Manager or his/her designee is responsible for ensuring the continuous performance and reliability of the cooperative's 4,000 miles of distribution lines, composing 10,000 square miles of service area. Within the parameters dictated by managers and foremen, Cooperative policy and applicable RUS, OSHA, DOT, PUC and other regulatory requirements, this position has no autonomy and latitude to identify and solve problems and make decisions necessary to manage the operation of the electric distribution system dependent on training, experience, and certification.

III. WORKING RELATIONSHIPS:

DEPARTMENT: Operations. This department is responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member consumer. This includes construction and maintenance of electric distribution equipment & facilities. Resolving emergency/hazardous conditions, resolving consumer trouble calls, and developing system upgrades for system. There are also contacts with the power supplier, consulting engineers and other people involved in the utility business.

REPORTING RELATIONSHIPS: The Apprentice Lineman I has no direct supervisory authority.

<p><i>Supervisor’s Supervisor:</i> Operations Manager</p> <p><i>Immediate Supervisor:</i> Operations Supervisor or Operations Manager</p> <p><i>This Position:</i> Apprentice Lineman I</p> <p><i>Immediate Subordinate Positions:</i> None</p>	<p><i>Other Positions Reporting to the Immediate Supervisor:</i></p> <ul style="list-style-type: none"> • Journeyman Lineman • Groundman • Apprentice Linemen II, III • Working Foreman
---	--

COORDINATES OR COOPERATES WITH:

A) INTERNAL

- Operations Manager – Requests advice and assistance and confers on operational and personnel problems; provides advice, assistance and information on employee development, work planning, policy planning, and other areas as assigned.
- Managers & Supervisors – Works with all department managers and supervisors to coordinate SPEC’S electrical requirements. Exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.
- Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.
- Operations Supervisor – Works with construction supervisor and other journeymen or apprentice linemen in a lead position.

B) EXTERNAL

- Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.

- General Public - Presents a friendly, courteous image for the Cooperative.
- Power Companies and Other Cooperatives – Exchanges information that would be mutually beneficial and to maintain good working relationships, particularly with power supplier’s dispatch and control center.
- Legal and Regulatory Agencies - Maintains professional relationship with agencies and organizations involved in safety and other applicable regulations.

IV. AUTHORITIES AND ACCOUNTABILITIES:

General Authority: The Apprentice Lineman II works under the direction of the Operations Manager or his/her designee.

Budget and Asset Accountability:

- Responsible for a minimal level of impact on the department-operating budget.
- Minimal responsibility for line crew assets, furniture, equipment, and supplies valued at approximately \$1,000,000.

V. POSITION SPECIFICATIONS:

A) Fair Labor Standards Act Provisions

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative’s policies and procedures pertaining to overtime hours and premium pay.

B) Personal Requirements of Position

EDUCATION, TRAINING, AND EXPERIENCE

High school diploma and enrollment of an approved 4-year apprenticeship lineman program is required. A minimum of one year experience in electric utility distribution operations, including distribution system construction and maintenance is required.

Prior experience and certification is required to qualify for Apprentice Lineman III and IV at entry; training requirements and experience as outlined in the Apprentice Lineman Training Program are required to move from one level to another.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires knowledge of RUS line specifications, National Electric Code, National Electric Safety Code, OSHA Rules and Regulations, and cooperative policies and procedures. Ability to effectively read and follow operations and safety manuals. Ability to follow directions and work with other apprentice lineman and warehouse personnel, as assigned. Ability to communicate with other apprentice linemen and journeyman lineman and work with people to solve problems is required.

PERSONAL CHARACTERISTICS

Performs the essential functions and elements of this position competently, following an initial orientation period. Work may be varied; problems are difficult and methods and procedures are defined, and judgement is required to apply them to work. Personal characteristics to include: a team player, high integrity, good

personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

VI. PHYSICAL CHARACTERISTICS/WORKING CONDITIONS

Work may be varied and a person in this position has sufficient time to complete most tasks without a feeling of pressure. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Personal Protective Equipment

Proper PPE is required in field operations, which includes pole climbing gear and steel toe/EH boots as well as other provided equipment.

Physical Effort and Dexterity: Frequent physical activity, to include walking, stooping, bending, frequent lifting up to 70 lbs., occasional lifting in excess of 70 lbs., climbing, kneeling, reaching, stooping, crawling, pushing, and working in awkward positions and enclosed spaces is normal.

Machines, Tools, Equipment required to be operated: Required to use heavy machines and equipment, and power and hand tools in field operations, to include pole climbing gear, hydraulic tamps, power line conductors, secondary wires, and volt/ohm meters.

Visual Acuity, Hearing, Speaking: Must be able to communicate clearly and accurately for work and safety compliance in a hot line work environment. Visual color discrimination is required to differentiate wire and part colors.

Environment/Working Conditions: Work is mostly outside in close proximity to hot line construction and maintenance and energized conductors in varying weather conditions; and is exposed to the hazards of electrical shock and burns as well as to falls. Position requires travel throughout the service area. Work regularly scheduled Monday-Friday, although weekends and after hours may be required to meet deadlines or address distribution problems. This position requires participation in rotating on-call schedule.

Employee Requirements:

This position requires this employee to report to duty within thirty (30) minutes of notification.

This position requires employee to possess and maintain a working telephone number.

A current Texas CDL (class A) driver's license is required within 6 months of hire; and, must have and maintain an insurable driving record.

The employee is to perform all duties necessary on-site or at specified working locations as defined by the General Manager, Operations Manager, or Construction Superintendent. At no time, is the employee allowed to perform any duties from a remote location that is not authorized by the General Manager.

VII. REMARKS:

The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by the management of San Patricio Electric Cooperative.

I have read my Position Description and understand my assigned responsibilities, and have been given a copy of this Position Description. I have also received a copy of the Personnel Policies and Procedures

Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also understand that the Board of Directors and management of San Patricio Electric Cooperative, Inc. cannot guarantee my employment, and that SPEC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____
Employee _____
Date

Approved by: _____
General Manager _____
Date