

Job Title: Apprentice Lineman / Water Operator

Department: Newberry Water & Light

Supervision: Village Superintendent / Water & Light Foreman

General Description of Duties

Performs semi-skilled and skilled work in the installation, maintenance and operation of overhead and underground electrical system and related facilities. Assists the crew as an apprentice in all phases of the system construction and maintenance, involving technical skills, progressing from less difficult tasks to more complex hazardous duties. The position also entails a wide variety of non-electric department related activities in the water department. Assists in the operation, maintenance and repairs of the water system. Performs related work as required. After successful completion of the probation period incumbent will be required to start the lineman training program and continue on the department schedule until reaching the journeyman lineman level.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instruction and to perform any other job-related duties by their supervisor; subject to reasonable accommodations.

Apprentice Lineman

- Assembles all line equipment on the ground in preparation for installation by journeymen on pole.
- Digs pole holes and sets anchors.
- Supplies material to linemen engaged in duties on poles.
- Closely observes the activities of linemen on the poles in order to anticipate and fulfill material needs of the linemen.
- Assists in the performance of various installation, maintenance and repair tasks.
- Maintains working inventory on the line trucks.
- May operate line trucks, aerial bucket truck and any other equipment necessary for the satisfactory performance of job duties.
- Capable of climbing poles to complete line work as required.
- Assist meter reader when needed and can collect meter readings when required.
- Capable of taking "call" with approval of Water & Light Foreman.

- Removal of tree limbs that are interfering with electric lines or equipment.
- Capable of performing basic electrician skills in wiring to complete basic wiring projects.
- Capable of trouble shooting basic electric problems and forwarding to immediate supervisor.
- Digs trenches, lays conduit and underground wire, set switch cabinets, transformers and pedestals.
- Splices wires and cables.
- Installs and connects wires, meters and other electrical services to customer's premises.
- Cares for and uses all rubber goods and protective equipment.
- Performs building and yard maintenance.
- Is expected to work odd hours and on holidays as the job duties require.
- Operate radio equipment when assigned and abide by the Federal Communications Commission's rules and regulations when operating radios.
- Operate automotive equipment when assigned; comply with all traffic laws, safety rules, regulations and safe practices while operating vehicle assigned to him/her; should at all times look out for safety of the vehicle, its occupants and its loads.
- Keep informed on a continuing basis of modern methods to be able to perform first aid and artificial respiration and pole and bucket resuscitation and rescue.
- Attend in house training sessions as presented by MECA or other qualified personnel.

Water Operator

- Operate, maintain and repair water distribution system and well house buildings.
- Regularly monitor system function through reading gauges, meters, and control panels.
- Inspect, flush, clean and perform minor to major repairs to water mains and water service lines.
- Makes taps and install meter pits for new services.
- Assist in the operation and maintenance of heavy equipment such as backhoes, front end loaders and trucks.
- General construction work related to water system.
- Flush, repair and replace fire hydrants.
- Respond to emergency calls as needed.
- Is expected to work odd hours and on holidays as the job duties require.

- Follow a regular maintenance schedule for routine and preventive maintenance of equipment and water system.
- Assist meter reader when needed and can collect meter readings when needed.

Minimum Qualifications, Knowledge, Skills, and Abilities

- Applicant must have completed an approved electric lineworker vocational educational program, or equivalent experience.
- Possession of high school diploma or General Education Diploma.
- Knowledge of basic computer operations.
- Working knowledge of hazards and safety precautions common to heavy manual labor and electrical distribution systems.
- Ability to establish and maintain effective working relations with supervisors and the general public.
- Understand and carry out oral and written instructions.
- Valid Class "B" Michigan Commercial Driver's License with Air Brakes and "N" endorsements, or ability to obtain in six months.
- Ability to perform job duties under adverse weather conditions, within the limits of personal safety.
- Ability to work at considerable heights on electric equipment.

Tools and Equipment Used

Lineman's climbers and belt, hand tools, power operated tools and equipment including digger derrick, aerial lift trucks, backhoe, and similar construction equipment.

Physical Demands

The physical demands described here are representative of those that must be met by the 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 essential functions of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand, walk and hear. The employee is occasionally required to talk, sit, climb, or balance, stoop, kneel, crouch, crawl and smell. The employee must regularly lift and/or move objects up to 10 pounds and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to focus.

While performing the essential functions of this position the employee is frequently exposed to fumes, airborne particles, excessive noise, vehicles, dampness/humidity, biting insects, and unrestrained animals. While performing the essential duties of this position, the incumbent is regularly exposed to possible bodily injury from electric shock.

Work Environment

While performing the duties of this job, the employee regularly works in outside weather conditions. On occasion the employee must be able to work in average to cluttered or unhealthy conditions. This job is performed in various yearly climates and sometimes requires after hour duties, including weekends and holidays, etc. The job functions require traversing areas covered by brush and trees where footing may be poor and the ground uneven and/or water soaked or snow covered. The job functions require working with persons who exhibit many types of personalities and behaviors.

This job summary was prepared for the purpose of providing a listing of the basic functions and duties of this occupation. It is not intended to be a complete list of all the functions and duties performed, but rather a list of the pertinent functions and duties. This job summary does not restrict the Newberry Water & Light Board in making necessary additions, deletions, or changes in job duties keeping in good faith with a cooperative and mutually beneficial relation between the employer (Newberry Water & Light Board) and the employee (W&L Apprentice Lineman/ Water Operator) to meet the essential services and functions of the Newberry Water & Light Board. This job summary is not intended for nor should be used for any other purpose that that which it was prepared as stated. This job summary also does not restrict the Union's ability to negotiate or grieve any additions, deletions, or changed to the job functions or duties.