

INDIAN ELECTRIC COOPERATIVE, INC.
POSITION DESCRIPTION

Apprentice Lineman

Department: Operations
Reports to: Line Foreman
Responsible for: Non-supervisory Position

I. SPECIFICATIONS

Education: High-school graduate or proof of equivalency required. Courses in algebra, geometry and physics are highly desirable.

Experience:

Apprentice Lineman Level One

This is an entry level position and will require a minimum of one year's experience working with electric line construction or maintenance crews or with ground support crews, including not less than six months of experience as groundman with the Co-op will be required. Successful completion of advanced technical training in electrical theory or power lineman training in an accredited trade school or vocational-technical training school is highly desirable and may be required as a pre-requisite to entering the Apprentice Lineman Program.

Apprentice Lineman Second, Third or Fourth Level

Must successfully complete the training required for Apprentice Lineman Level One, and be fully qualified to meet all job requirements of the respective classification.

Abilities and Skills: Functions include, but are not limited to, providing skills necessary to construct, operate, and maintain a reliable electric system; working with individuals and groups; submitting reports as required; explaining programs and policies of Co-op to potential consumers. Apprentice will be required to understand applicable job requirements of each level; be on-call in inclement weather and during emergency conditions. Apprentice will be expected to learn new power techniques and procedures, including the operation of specialized equipment. Apprentice must reside within thirty minutes' legal driving time of the employees assigned work headquarters. Must have and maintain an Oklahoma Class A driver's license or have the ability to obtain one within 90 days. Must be certified in First Aid, CPR and AED or possess the ability to become certified within one year. Become familiar with tools and equipment used in line maintenance and construction. Must also become familiar with, and adhere to, the manufacturers' recommendation for care, maintenance, safe use, and safe working load limits of tools and equipment. Must be able to perform pole top and basket rescue.

Working Conditions: Outside work in all kinds of weather. Must be willing to work overtime as required. Must be willing to attend courses relating to his/her area of work.

II. RESPONSIBILITIES AND DUTIES

The apprentice lineman position is an accumulative progression of training and experience. All activities follow the program’s objective; namely, the provision of specialized technical skills used in constructing, operating and maintaining a reliable electric system for member-consumers. Specific responsibilities and duties include the following:

A. APPRENTICE LINEMAN LEVEL ONE (1st Year)

The beginning of training in line work will focus on line construction. Before position acceptance, applicant should have at least one year of experience within the Operations Department or similar experience, and should be able to perform all job responsibilities of a groundman, to include the ability to work effectively on a pole.

- POSITION** When working with other linemen on a pole, Apprentice Lineman Level One will always work in a lower position.
- LINE CONDITION** Apprentice will never work on an energized line pole. Pole work will be limited to new construction and de-energized poles.
- MATERIALS & EQUIPMENT** Apprentice will be expected to perform groundman’s duties in addition to the duties listed.
 1. Frame erected poles and hang guy wires to poles.
 2. Hang transformers, reclosers, and other equipment on cold poles.
 3. Make connections of meter loops, transformers, and other equipment on cold poles.
 4. Build meter loops.
 5. String and tie-in conductors on poles and lay underground cable
 6. Make splices in underground cable and overhead and underground transformer connections on de-energized systems.
 7. Other duties as assigned
- SAFETY PRACTICES & TRAINING** Apprentice Level One will also receive instruction and practice in using hot line tools, ground chains, rubber hoses, and other grounding devices. Apprentice will wear rubber gloves when working on poles to ensure habitual safety practices.
- ELECTRICAL THEORY** Apprentice Level One will receive instruction in basic electrical theory, I circuits and ground connections.
- RECORDS, REPORTS and RELATED INFORMATION** Apprentice Level One will learn to read staking sheets to determine construction types and needed materials. Apprentice will learn to read various flow meters used by the Cooperative.

**SUPERVISION,
TRAINING PERIOD
And PROGRESSION**

Apprentice Level One is directly supervised by the crew's line foreman who is also responsible for apprentice training activities. Apprentice Level One will remain so classified until qualified to enter the second level. Apprentice must pass all standard testes used by the Cooperative. At the end of the first year, the Line Foreman, the Line Superintendent and the Manager of Operations/Engineering will decide whether Apprentice will advance to next level.

If Apprentice is not advanced and further training may lead to advancement, training will continue for not more than six months, at which time a final decision will be made. If Apprentice is still not qualified for next level, he/she will be given an opportunity to transfer to another position within the Cooperative departments, if such position is vacant. If Apprentice is not able to advance within the Apprenticeship Program, and no vacant positions exist, he/she will be terminated.

B. APPRENTICE LINEMAN LEVEL TWO (2nd Year)

Apprentice Level Two must meet all requirements of the lower level, and will receive progressively challenging assignments toward achieving the skills and knowledge for a journeyman lineman. Apprentice Level Two will begin to work with energized lines.

POSITION

Apprentice will continue to work in the lower position on a pole; if the pole is hot, a journeyman lineman or line foreman must be on top.

LINE CONDITION

Apprentice will begin work on small secondary voltages under close supervision; however, most work will be on line construction or short extension lines.

**MATERIALS and
EQUIPMENT USAGE**

Apprentice will begin routine secondary connections on meter loops under close supervision, and continue to develop advanced skills.

**SAFETY PRACTICES
and TRAINING**

Apprentice will learn advanced first-aid techniques when working on hot lines; techniques learned earlier will be practiced.

ELECTRICAL THEORY

Apprentice will understand electrical flow throughout the system and the directions in which each section can be fed. Apprentice will become familiar with small voltage connections theory.

RECORDS, REPORTS, RELATED INFORMATION Apprentice will learn REA specifications for single-phase and line construction and maintenance.

SUPERVISION, TRAINING PERIOD, and PROGRESSION Apprentice will follow the same supervisor and meet the same general guidelines given under the Apprentice Level position before being advanced to Apprentice Lineman Level Three. If Apprentice cannot be advanced after twelve months and further training may lead to advancement, training will continue for not more than six months, at which time a final decision will be made. If Apprentice is still not qualified for next level, he/she will be given an opportunity to transfer to another position within the Cooperative departments, if such a position is vacant. If Apprentice is not able to advance within the Apprenticeship Program, and no vacant positions exist, he/she will be terminated.

C. APPRENTICE LINEMAN LEVEL THREE (3rd Year)

The Apprentice Level Three will perform work on both secondary and primary voltage energized lines, and skills used by a lineman are developed.

POSITION Apprentice will work in the lower position when on a pole with a higher rated lineman. If the pole is hot, a journeyman lineman or line foreman must on top.

LINE CONDITION Apprentice is expected to work on secondary voltages under supervision, and to work occasionally on primary voltages under close supervision.

MATERIALS and EQUIPMENT Apprentice must, in addition to previous position requirements, be able to perform the following actions.

1. Install transformers and reclosers under close supervision of a journeyman lineman or line foreman and make connections on transformers, both overhead and underground.
2. Operate and work from polecat and basket trucks, and other special equipment on cold construction under supervision.

SAFETY PRACTICES TRAINING Apprentice will complete requirements for a first-aid certificate and demonstrate the ability to use all protective equipment properly.

ELECTRICAL THEORY Apprentice will receive advanced electrical theory training and should understand theoretical applications toward transformers, and bank connections; basic principles of voltage regulation and metering will also be taught.

RECORDS, REPORTS, RELATED INFORMATION Apprentice will be familiar with REA specifications for three phase line construction and maintenance, be able to read and follow system maps, and be familiar with all electrical codes that apply to a power distribution system. Apprentice will be expected to answer consumer inquiries concerning Co-op power rates.

SUPERVISION, TRAINING PERIOD, and PROGRESSION Apprentice will be supervised by the crew’s foreman and meet the same general guidelines given under Apprentice Level Three position before being advanced to Journeyman Lineman. Apprentice will remain in Level Four for twelve months.
If Apprentice cannot be advanced after twelve months and further training may lead to advancement, training will continue for not more than six months, at which time a final decision will be made. If Apprentice is still not qualified for next level he\she will be given an opportunity to transfer to another position within the Cooperative departments, if such a position is vacant. If Apprentice is not able to advance within the Apprenticeship Program, and no vacant positions exist, he/she will be terminated.

III. PHYSICAL REQUIREMENTS

Must meet and maintain all physical requirements as outlined on the attached physical requirements sheet that is incorporated as a part of this job description.

_____ Date

_____ Signature

IMPORTANT: According to current laws, management reserves the right to change job duties or working schedules in order to accommodate individuals with disabilities.

