



LINE CLEARANCE TREE TRIMMER APPRENTICE

JOB DESCRIPTION

 iecok.com/careers

COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

POSITION SUMMARY:

The Line Clearance Tree Trimmer Apprentice assists with clearing and trimming trees and vegetation around electrical power lines while learning to safely operate equipment, use climbing and rigging techniques, and follow industry safety standards. As skills progress through the apprenticeship, the apprentice performs more advanced line clearance work, completes required certifications and training, maintains equipment, and supports the safe and reliable operation of the electrical distribution system. This position will report to the Line Clearance Tree Trimmer Foreman.

ABILITIES AND SKILLS:

- Provide skills necessary to clear and maintain right-of-way to provide a reliable electric system.
- Working with individuals and groups.
- Submitting reports as required.
- Explain policies of IEC to potential consumers.
- Required to understand applicable job requirements of each class.
- Expected to learn new techniques and procedures, including operation of specialized equipment.
- Must live within forty-five driving minutes of the cooperative headquarters.
- Must have and maintain an Oklahoma Class A driver's license with a Tanker endorsement or can obtain one within six months.
- Must be familiar with, and adhere to, the manufacturers' recommendations for care, maintenance, safe use, and safe working load limits of tools and equipment while used in ROW.
- Must be certified in First Aid, CPR and AED or can become certified within one year.



RESPONSIBILITIES AND DUTIES:

The Line Clearance Tree Trimmer Apprentice 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 members. Specific responsibilities and duties include the following:

LINE CLEARANCE TREE TRIMMER APPRENTICE LEVEL 1:

The beginning of this training will focus on basic knowledge of right-of-way procedures, equipment, and tools.

SKILLS AND KNOWLEDGE:

Apprentice will be expected to perform the duties listed below in addition to requirements previously listed under the **Abilities and Skills** portion of the job description:

- Have an introductory knowledge of ROW equipment and hand tool use and preventative maintenance.
- Basic knowledge of ROW equipment set up and positioning.
- Perform clearing of Secondary lines using either an aerial unit or side trimmer.
- Basic knowledge of rope knots and their application. (Test Required)
- Knowledge and recognition of trees. (Test Required)
- Other duties as assigned.

SAFETY PRACTICES AND TRAINING:

- Apprentice will have knowledge of and follow all safety procedures.
- Certified in bucket Rescue.

SUPERVISION, TRAINING PERIOD, AND PROGRESSION:

- Capable of ground operations.
- Capable of cutting and trimming secondary wiring from bucket of side trimmer.



QUALIFICATIONS:

- Education: A high school diploma or proof of equivalency is preferred.
- Experience: Must have basic knowledge of Right-of-Way work including proper equipment and tool handling and basic chainsaw knowledge and repair. Should have basic knowledge of hipper safety, use and inspection. Experience in removal of vegetation around power lines, power line construction and electrical equipment is preferred. Possessing a Certified Applicators License (herbicide) is highly preferred.

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.

WORKING CONDITIONS:

- Outside working in all kinds of weather.
- Must be willing to be on-call in inclement weather and during emergency conditions.
- Must be willing to attend courses relating to his/her area of work.

SAFETY SENSITIVE CLASSIFICATION:

- This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.



COMPENSATION AND BENEFITS:

- Pay Range: Determined by the employee's current apprentice level in accordance with the established apprenticeship pay scale.
- FLSA Status: Non-Exempt
- Benefits:
 - Medical insurance
 - Vision, dental, and life insurance
 - Flexible Spending Account or Health Savings Account
 - Retirement
 - Paid time off

Signature

Date

LINE CLEARANCE TREE TRIMMER APPRENTICE LEVEL 2:

Apprentice Level II must meet all requirements of lower level and will receive progressively challenging assignments toward achieving the skills and knowledge for a Line Clearance Tree Trimmer.

SKILLS AND KNOWLEDGE:

Apprentice will be expected to perform the duties listed below in addition to other duties listed on the **Apprentice Level I** checklist and under the **Abilities and Skills** portion of the job description:

- Obtain Certified Applicators License (herbicide). (Test Required)
- Perform aerial work or side trimmer work within M.A.D. around primary lines under direct supervision.
- Recognize and report potential problems related to IEC power lines. (Test Required)
- Proficient in ROW equipment setup and use. (Certified by ROW Supervisor)
- Other duties assigned.

SAFETY PRACTICES AND TRAINING:



JOB DESCRIPTION

- Perform tree climbing and bucket rescue.

SUPERVISION, TRAINING PERIOD, AND PROGRESSION:

- Read and understand IEC staking sheets, IEC maps, and determine locations using company issued devices.

QUALIFICATIONS:

- Education: A high school diploma or proof of equivalency is preferred.
- Experience: Must successfully complete the training required for Line Clearance Tree Trimmer Apprentice Level I, and be fully qualified to meet all job requirements of the respective classification.

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.

WORKING CONDITIONS:

- Outside working in all kinds of weather.
- Must be willing to be on-call in inclement weather and during emergency conditions.
- Must be willing to attend courses relating to his/her area of work.

SAFETY SENSITIVE CLASSIFICATION:

- This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.



COMPENSATION AND BENEFITS:

- Pay Range: Determined by the employee's current apprentice level in accordance with the established apprenticeship pay scale.
- FLSA Status: Non-Exempt
- Benefits:
 - Medical insurance
 - Vision, dental, and life insurance
 - Flexible Spending Account or Health Savings Account
 - Retirement
 - Paid time off

Signature

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LINE CLEARANCE TREE TRIMMER APPRENTICE LEVEL 3:

Apprentice Level III must meet all requirements of lower levels and will receive progressively challenging assignments toward achieving the skills and knowledge for a Line Clearance Tree Trimmer.

SKILLS AND KNOWLEDGE:

Apprentice will be expected to perform the duties listed below in addition to other duties listed on the **Apprentice Level II** and **Apprentice Level I** checklist, and under the **Abilities and Skills** portion of the job description:

- Safely and proficiently operate ROW equipment or aerial units around energized lines.
- Perform all climbing, roping and saddle work from trees under supervision. (Test Required)
- Perform all minor and some major repairs on ROW equipment.
- Must meet all requirements set forth by the International Society of Arboriculture and be accepted to sit for the ISA Certified Arborists Exam.
- Other duties as assigned.



SAFETY PRACTICES AND TRAINING:

- Apprentice III will safely remove all overhanging limbs and branches above power lines without the aid of a bucket truck.
- Apprentice III will practice all safety procedures to the highest standards.

SUPERVISION, TRAINING PERIOD, AND PROGRESSION:

- Effectively train lower-level apprentices.
- Organize and schedule ROW work.
- Possess good written and oral skills.
- Keep clear, accurate records of day's activities.
- Have knowledge of and comply with all OSHA standards regarding ROW work including all RUS/IEC ROW standards and procedures.
- Final exam is required.

QUALIFICATIONS:

- Education: A high school diploma or proof of equivalency is preferred.
- Experience: Must successfully complete the training required for Line Clearance Tree Trimmer Apprentice Level I, and be fully qualified to meet all job requirements of the respective classification.

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.

WORKING CONDITIONS:

- Outside working in all kinds of weather.
- Must be willing to be on-call in inclement weather and during emergency conditions.
- Must be willing to attend courses relating to his/her area of work.



SAFETY SENSITIVE CLASSIFICATION:

- This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

COMPENSATION AND BENEFITS:

- Pay Range: Determined by the employee’s current apprentice level in accordance with the established apprenticeship pay scale.
- FLSA Status: Non-Exempt
- Benefits:
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Signature

Date

Job Description – Physical Requirements

Job Title: Line Clearance Tree Trimmer Apprentice

Department: Operations

Mark the appropriate box for the following items to describe the extent to which each specific activity is performed:

NUMBER OF HOURS PER DAY						NUMBER OF HOURS PER DAY					
Activity	0	1-2	3-4	5-6	7+		0	1-2	3-4	5-6	7+
						Repetitive Use of Hands					
Sitting	☐	☐	☒	☐	☐	Unilateral	☐	☐	☐	☐	☒
Standing	☐	☐	☐	☒	☐	Bilateral	☐	☐	☐	☐	☒
Walking	☐	☐	☐	☒	☐	Grasping					
Bending	☐	☐	☐	☒	☐	Unilateral	☐	☐	☐	☐	☒
Crawling	☐	☐	☐	☒	☐	Bilateral	☐	☐	☐	☐	☒
Climbing	☐	☐	☐	☒	☐	Fine Dexterity					
Reaching	☐	☐	☐	☒	☐	Unilateral	☐	☒	☐	☐	☐
Crouching	☐	☐	☐	☒	☐	Bilateral	☐	☒	☐	☐	☐
Kneeling	☐	☐	☐	☒	☐	Repetitive Foot Control					
Balancing	☐	☐	☐	☒	☐	Unilateral	☐	☐	☐	☐	☒
Push/Pull	☐	☐	☐	☒	☐	Bilateral	☐	☐	☐	☐	☒

WEIGHT HANDLING PER WEEK						WEIGHT HANDLING PER WEEK					
Lift & Carry	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.	Lift Overhead	0 HR.	1-10 HR.	10-15 HR.	15-30 HR.	30+ HR.
- 10 Lbs	☐	☐	☐	☐	☒	- 10 Lbs	☐	☐	☐	☐	☒
11 to 25 Lbs	☐	☐	☐	☒	☐	11 to 25 Lbs	☐	☐	☐	☒	☐
26 to 50 Lbs	☐	☐	☐	☒	☐	26 to 50 Lbs	☐	☐	☐	☒	☐
51 to 75 Lbs	☐	☐	☒	☐	☐	51 to 75 Lbs	☐	☐	☒	☐	☐
76 to 100 Lbs	☐	☐	☒	☐	☐	76 to 100 Lbs	☒	☐	☐	☐	☐
+ 100 Lbs	☐	☐	☒	☐	☐	+ 100 Lbs	☒	☐	☐	☐	☐

Comments: Required to handle tools, tree limbs, and logs

Required to climb: ☐ Utility Poles ☒ Trees ☒ Other Climbing onto and off of equipment including basket trucks

Exposure to dust, gas, or fumes: ☒ Yes ☐ No

Comments: When working outside and on

equipment

Special safety equipment used: ☒ Hard Hat ☒ Safety Glasses ☒ Hearing Protection ☒ Foot Protection
☒ Hand Protection ☒ Class 3 Gloves ☒ Class 0 Gloves ☐ Rubber Sleeves ☒ Harness ☐ Other: _____

Exposure to extreme changes in temperature or humidity: ☒ Yes ☐ No

Comments: Most time is spent

outside in various climates.

Employee works: Inside 1 % Outside 99 % Total: 100 %

Employee's Signature: _____

Date: _____