

# ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION

## APPRENTICE LINEMAN

### Position Description

**Reports To:** Manager of Operations

**Supervises:** None

**FLSA Status:** Non-Exempt

### **I. OBJECTIVES**

- A. To provide maximum service to the Cooperative by:
  - 1. Rendering prompt, efficient, and reliable service as directed by line crew personnel that will promote goodwill between the Cooperative and its members.
  - 2. Becoming familiar in a trainee capacity with the specifications and other requirements essential to providing a systematic source of qualified personnel to assume lineman responsibilities, thereby assuring high quality in continuity of service to consumers.
- B. To encourage in coordination with the Member Services Department the wise and efficient use of electric power to make rural living easier and more productive.
- C. To promote effective public relations by participating in civic organizations and community affairs to develop support for the Cooperative's plans, programs, and objectives.
- D. To encourage and help maintain a high standard of morale among fellow employees by fostering team spirit, cooperation, and enthusiasm.

### **II. POSITION REQUIREMENTS**

- A. Education – High School Diploma or GED Certificate. Annual completion of accredited apprenticeship programs for Lineman is required each year. Experience and training may be accepted in lieu of education requirements.
- B. Experience – little to no experience required.
- C. Physical Demands:
  - 1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - 2. Very heavy work includes lifting up to 50 pounds and occasionally lifting in excess of 50 pounds.

3. Must have the physical and mental faculties required to perform the essential duties of the position which include, but are not limited to kneeling, stooping, crawling, and pushing; working from a bucket; lifting and pulling cable; digging with a shovel and proficient use of other hand tools; frequently pulling cable and rope; work performed also involves working from a ladder and climbing poles. Must be able to pass the company required physical exam consistent with AEMC policies.
- D. Working Conditions – Outside work in various weather conditions and terrain, availability for necessary overtime and to be on call, as required.
- E. Safety Training – Employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative’s safety manual that pertain to their respective job assignments. Employees shall attend regularly scheduled safety training meetings for training in all areas that pertain to their respective job assignments. An Apprentice Lineman I must maintain a current first-aid and CPR Training card exhibiting a fundamental knowledge of basic first aid, cardiopulmonary resuscitation, and be able to initiate the emergency May-day procedures. All employees are subject to random drug and alcohol testing consistent with DOT regulations and AEMC policies.

### **III. FUNCTIONS**

The Apprentice Lineman I shall develop and maintain the skills and effectively use all resources available to satisfy the following standards:

- A. First Six Months – First Year of Training:
1. Nature of Work – The Apprentice I serves in a Groundman capacity and works only on the ground. He is not expected to participate in any type of construction or maintenance activity on poles but is expected to gain experience on practice poles to effectively enter the second six months of training.
  2. Line Conditions – Under no conditions will an Apprentice I have a work assignment which will place him in contact with an energized line.
  3. Materials and Equipment – The Apprentice I shall be introduced to the Distribution Specifications Manual and will be expected to work with all basic materials and equipment used in line construction. He will be responsible for learning the proper care of all equipment used by his assigned crew(s). He must learn to:
    - a. Frame poles properly on the ground;
    - b. Install poles, anchors, and guys;
    - c. Cut and clean right-of-way properly, using power equipment as necessary;
    - d. Assist other crew members, as requested and directed.
  4. Safety Practices and Training – The Apprentice I will receive training in safe practices of performing all of the above duties and of handling all tools and equipment which he uses. In addition, he will receive basic training in first aid, including artificial resuscitation, and heart massage on the ground. Participation in job training, tailgate, and safety meetings are required.

5. Electrical Theory – The Apprentice I will begin learning basic electrical theory, learn the voltages of lines worked on, and should begin to develop an understanding of the layout of the distribution system.
6. Records, Reports, and Related Information – The Apprentice I should learn basic work order procedures.
7. Must have the ability to perform the outside duties of this position during extreme adverse weather conditions, and be able to work day and/or night for the restoration of service. Must also be able to endure insect bites and endure the presence of pollens, spores, dust, and other airborne particles.

**B. Second Six Months – First Year of Training:**

At this time, this position becomes one of active training in line work with the focus upon line construction. Before entering this phase of his training, the person shall have demonstrated elementary ability and potential to work effectively on a pole. At this time, he shall obtain a complete personal set of lineman's tools.

1. Nature of Work – The Apprentice I (Climbing) will climb in a learning situation on a regular basis; but only when another qualified lineman is present.
2. Line Conditions - The Apprentice I (Climbing) will never work on a pole which has energized lines. Pole work should be limited to new construction and completely de-energized poles.
3. Materials and Equipment - The Apprentice I (Climbing) shall be expected to perform any of the duties of a Groundman and, in addition, must learn to:
  - a. Frame erected poles and install guys on the pole.
  - b. Make service connections, and transformer and other equipment connections on cold poles.
  - c. String and tie-in conductor.
4. Safety Practices and Training – The Apprentice I (Climbing) shall receive training on advanced first-aid work, including pole-top resuscitation. He should also receive instruction in the use of hot line tools, grounds, and rubber hoses.
5. Electrical Theory – The Apprentice I should receive additional instruction in basic electrical theory, including circuits and grounding connections.
6. Records, Reports, and Related Information - The Apprentice I (Climbing) should begin to learn to read system maps and staking sheets to determine location of job and types of construction and needed materials. He should also begin learning to prepare material tickets.

**IV. JOB SKILLS DEMONSTRATION**

**A. First Six Months of Training:**

1. Identify and demonstrate how to use and care for tools a groundman will be using.
2. Know where and how to store tools on the truck.
3. Using hand tools dig hole and anchor pole.
4. Install a screw and expanding anchor by hand.
5. Assemble and install guys on a pole before it is erected.

6. Pull and attach guy to anchor.
7. Know where to place warning and safety devices to protect the public and workers at the job site.
8. Assist in loading and binding poles on pole trailer.
9. Identify the types and sizes of ropes used in making-up hand lines and rope blocks, and coil properly for storage.
10. Name various electrical devices used on the job.
11. String out wire on the ground and make splices.
12. Demonstrate how to work on the ground to serve lineman on pole.
13. Demonstrate knowledge of first aid and how to apply CPR.
14. Disassemble material taken from a pole.
15. Name the different types of fire extinguishers and types of fires they are to be used on.
16. Assemble crossarms to be installed on poles.
17. Learn to use brush axe, tree trimmers, power saw and other right-of-way clearing equipment and tools.

**B. Second Six Months of Training:**

1. Identify and demonstrate how to use tools and equipment used in this step of training.
2. Identify protective devices and where they are to be used.
3. Take the information from the electrical devices needed to complete records.
4. Tie the various knots used in the line trade. Make rope splices and slings.
5. Make and assemble a complete hand line.
6. Perform the necessary work on the ground to serve a lineman working on a pole.
7. Display good housekeeping at the job site.
8. Must have a valid North Carolina Commercial Driver's License in the second six months of training.
9. Prepare and pre-wire a transformer for hoisting up a pole.
10. Install ground rod at a pole and make the connections.
11. Demonstrate proper use of a two-way radio.
12. Operate laptop computer to access system maps.

**V. RELATIONSHIPS**

Establishes and maintains the following contacts and relationships for the purpose of coordination and communication:

**A. Internal**

1. Crew Leaders – Advises, assists, and informs on any matter pertaining to the job; seeks advice, assistance, and information as necessary.
2. Line Crew and Underground Crew – Cooperates with both crews on all work activities, in maintaining high morale and in the exchange of information that will benefit the Cooperative.

B. External

1. Members – Explains Cooperative’s operation, services, and policies, and answers member questions at every opportunity. Refers members to appropriate sources to answer questions and explain issues which he is not prepared to deal with.
2. Community – Participates in community and civic programs and projects; seeks every opportunity to develop understanding and acceptance in the Cooperative’s plans, programs, and objectives.