



**BOARD OF PUBLIC WORKS**  
**JOB ANALYSIS SCHEDULE**  
**SECOND YEAR APPRENTICE LINEMAN - ELECTRIC LINE DEPARTMENT**  
**UTILITY SYSTEM**

**WORK PERFORMED:**

The Second-Year Apprentice Lineman, hereinafter referred to as Apprentice, reports to the Electric Line Superintendent, Assistant Electric Line Superintendent, Line Foreman, Lead Lineman, and Journeyman Linemen in accordance with assignments. The Apprentice is responsible for maintenance of tools; maintenance of equipment; installation of electrical wiring and equipment; knowledge of emergency first-aid measures; safety programs; competency at climbing power poles; completion of various manual labor tasks; acquiring knowledge of electrical principles; basic understanding of electrical transformers; maintaining a valid CDL license; skills at installing, connecting and repairing electrical distribution facilities; driving trucks to/from assignments; transportation of employees, equipment, materials and supplies; maintenance of electric department equipment (including cleaning and washing of); checking of and maintaining parts inventories in truck compartments; fulfilling Groundman duties at jobsites; serving as a Lineman's helper; maintaining warehouse inventories and housekeeping; and performing other related job duties as assigned by Supervisors. The Second Year Apprentice must have completed an accredited Lineman College.

At the completion of the year the 2nd Year Apprentice shall have knowledgeable of and develop skills at the following level:

1) Installation of Electrical Wiring and Equipment by:

- Digging holes and trenches
- Framing power poles and fastening cross-arms
- Setting and plumbing of poles
- Anchoring of power poles
- Stringing and sagging de-energized electric wire
- Securing wiring to insulators and splicing wires, under supervision of journeyman.
- Repairing and replacing wiring, transformers and other devices
- Climbing power poles
- Working with dead and/or energized secondary circuits under the direct supervision of a Journeyman Lineman.
- Working with live primaries, including dead primaries above live wiring, new primary construction, under the direct supervision of a Journeyman Lineman.
- Performing other duties as ordered by the Apprentice's assigned superior, such duties being consistent with the abilities of a Second Year Apprentice Lineman.

2) Operation of Trucks and Equipment by:

- Driving of trucks to/from jobsites, including knowledge of City streets, addresses, etc.
- Knowledge of names, uses, types and characteristics of various connectors, devices, fuses, electric distribution system components, and other materials common to the Electric Journeyman Lineman trade.
- Developing skills of an Apprentice Lineman (Lineman's helper) and Groundman.
- Acquiring basic knowledge of electric services including service lines, metering, meter installation, code requirements, overhead/underground line construction, and related utility operation, maintenance and repair procedures.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Learns installation of electrical distribution wiring and equipment, both overhead and underground.
- Cleans, maintains and operates hand tools common to the Lineman's trade.
- Learns wire types, wire capacities, insulation types and recommended applications.
- Operates aerial lift devices, wire installation equipment, material handling systems and be knowledgeable of safety procedures.
- Acquires CDL License and drives trucks to/from job assignments.

#### ACQUIRES AN UNDERSTANDING OF:

- Hazards of working with high voltages and precautionary measures.
- Various hand tools and equipment common to the trade.
- Ability to work in high places with confidence.
- Transformer principles and installations.
- Skills comparable to those of an Apprentice Lineman (Lineman's helper) and Groundman.

#### OTHER JOB FUNCTIONS:

- Must be available for call-outs, be able to report within one hour, and be able to remain on job for long hours in an emergency.
- Able to use sound judgment, take orders, follow instructions, and implement emergency response actions.
- Maintain high awareness levels at all times regarding hazards of electric system, coordination of work with others involved, and maintenance of safety as a first priority.
- Understand and implement safety regulations and policies of the BPW, including those in various manuals, as well as, those directly taught by Supervisor. Attendance at Safety Meetings is required, as well as, the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the Employee, Fellow Workers and the General Public. Employee will not proceed with any assigned work function if in doubt as to correct procedure.
- Conduct shall comply with safety rules; standard operating procedures; verbal instructions; working rules; personnel policies; Memorandum of Understanding, and MPUA apprentice program. While on duty, the interaction with the General Public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed and any unsatisfactory aspects of the evaluation shall be corrected by subsequent evaluation.
- Must be capable of learning Journeyman Lineman skills through the designated MPUA Apprentice program. Progress in the program shall be based upon hours worked and factors of job assignment, test scores, rate of employee's development and assessments of actual skill levels. The BPW reserves its right to utilize the Apprentice in any position deemed most beneficial to utility operations. Movement through the Apprentice Program shall be based upon testing and working knowledge and experience in this trade.

- Shall be required to fill other lower job classifications or temporary assignments when weather conditions, utility system needs, or emergencies warrant said assignments.

PHYSICAL DEMANDS:

- The physical capabilities of the Apprentice described in relation to those needed, to successfully perform the essential job functions, however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the Apprentice to walk, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms, and the ability to voice communicate. Apprentice must have hand-eye coordination necessary to operate various tools and equipment of the trade. Apprentice shall have close vision and the ability to focus. Apprentice shall be able to lift at least 75 pounds. Apprentice shall be required to maintain a CDL License and be able to operate line trucks and aerial lifts. Apprentice shall be able to properly climb power poles, as well as work comfortably at heights. Apprentice must be able to work under adverse conditions including; darkness, wet weather, hot weather, snow, ice, etc., and will be required to work primarily outdoors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment contract between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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