

**City of Fulton**  
**POSITION DESCRIPTION**

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**JOB TITLE:** Apprentice Lineman

**DEPARTMENT:** Electrical Department

**DATE:** 03/00

**IMMEDIATE SUPERVISOR:** Electrical Distribution Supervisor

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**SUMMARY:** Assists the linemen in the process of building and maintaining electrical power within the City.

**ESSENTIAL FUNCTIONS:**

- I. New Construction Activities 75% of Time
  - A. Assists in assembling required materials, tools and equipment to start the project, assuring for thoroughness.
  - B. Begins the construction project assuring for compliance with all applicable laws and rules, assuring for safety and for compliance with the plan specifications.
  - C. Assists with taking appropriate steps to secure incomplete projects at the close of the work day assuring for public safety and the security of the project. Takes steps to put the project on hold if required, assuring for public safety and the security of the project.
  - D. Places signs, acts as a flagman as needed, assuring for safety relating to traffic control.
  - E. Deals with the public in a professional and courteous manner.
  - F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
  - G. Observes others conduct a physical inspection of the completed project to assure that the project was completed to standards of City quality.
  
- II. Repair and Maintenance of Existing Lines 15% of Time
  - A. Receives notification or discovers an outage or fault, conducts a physical inspection of the site, makes identification of the problem assuring for safety. Determines City liability.
  - B. Assists in securing the area assuring for safety. Shuts off power as needed. Notifies appropriate parties of the incident and the need to shut off power if required, assuring for compliance with applicable laws and rules.
  - C. Assists with suggesting the plan of corrective action, assuring for thoroughness.
  - D. Assists with completing the necessary repair work assuring for safety, timeliness and accuracy.
  - E. Conducts and visual inspection to assure that the meter is operational assuring for professionalism and the best public relations possible.

- F. On occasion, documents time out including what the problem is and corrective action taken assuring for thoroughness and timeliness.
  - G. Communicates and coordinates with the public, assists with dealing with complaints, providing answers to questions and providing clarification regarding City policies, assuring for professionalism.
- III. Equipment and Supplies Activities 2.5% of Time
- A. Maintains an awareness of all the needed supplies and equipment required to operate on a daily basis.
  - B. Monitors the daily inventory of the required supplies and equipment required to operate.
  - C. Notifies the appropriate person regarding the need to restock needed supplies and equipment.
  - D. Maintains an awareness of the corrective and preventative maintenance procedures and schedule.
  - E. Completes some of the maintenance of the machinery and equipment assuring for thoroughness and timeliness.
- IV. Line Clearance Activities 5% of Time
- A. Monitors and maintains an awareness of the changing environment and weather.
  - B. Controls the physical environment by trimming, mowing and the use of chemicals, assuring for their appropriate and safe use in all instances and assuring for compliance with departmental and state regulations, assuring for appropriate clearance.
  - C. Completes clean up and shut down activities assuring for thoroughness.
- V. Apprentice Program Activities 2.5% of Time
- A. Attends and participates in correspondence classes.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

### **WORK ENVIRONMENT**

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Extreme exposure to heights.
- Extreme exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Above average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 80 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- Completed high school diploma or equivalent.
- Ability to obtain CDL Class B with air brake endorsement and a valid Missouri driver's license.
- Some experience in the electrical distribution area.
- Mathematical and analytical skills

## **MENTAL EFFORT**

- Above average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Above average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

## **COMMUNICATION**

- Average verbal communication.
- Average written communication.
- Average nonverbal communication.

## **SENSORY ABILITIES**

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.