

CITY OF UNALASKA

Position Description

Job Class: Non-exempt	Job Title: Utility Lineman
Supervisor: Utility Line Chief	Department: Public Utilities Electric
Wage Grade: 11	Full Time/Part Time: Full time
Probationary Period: 6 Months	Union: IOUE Local 302
DEPARTMENT REVIEW	
Submitted By:	Date:
Reviewed By: <i>D/M L</i>	Date: <i>12-29-03</i>
HR Manager Approval: <i>Kim Hughes</i>	Date: <i>12-26-03</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or 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 agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.

When was the last time this position description was updated? Date: **01/2003**

What is the overall purpose and objective of this position (why does this position exist)? **This position functions as a journeyman level lineman, and is responsible for ensuring electricity is delivered to the City of Unalaska consumers.**

Explain the level of supervision received: **Receives direct supervision from the Utility Lineman Chief.**

Explain the level of supervision this position exercises: **None. May perform duties of Lineman Chief if assigned to act in absence of Lineman Chief.**

POSITION DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Installs and repairs electrical transmission, distribution lines and feeders through the system. Performs necessary instrumentation and meter installation.**
- **Installs and repairs secondary feeders and service drops to electrical consumers.**
- **Inspects electrical systems and equipment to detect and correct faulty or worn out parts.**
- **Install and repair transformers, primary and secondary vaults, switching stations, section cans, and primary and secondary underground lines.**
- **Reads one-line diagrams, blueprints and schematics to repair and troubleshoot the distribution system.**
- **Measures, cuts bends, threads, assembles and install electrical conduit using such tools as hacksaws, pipe threaders, conduit benders and PCV heaters.**
- **Pulls conductors through conduit using recommended devices and utilizing proper safety practices.**
- **Performs cable splices and terminations on wire and cables up to 34,500 volts following manufacturers' recommendations.**
- **Test continuity of circuits to ensure electrical compatibility and safety of all components using standard instruments such as meggars, high-pots, multi-meters, high voltage phasers, clamp on amp meters, rotation meters, and locators.**
- **Other duties and responsibilities as assigned.**

Does this position have access to confidential information? Yes **X** No If yes, please provide detail. **Access to delinquent notices and the amount owed the City by private individuals and businesses. Will also be responsible for reading the consumption of electricity each month by the consumers.**

Does this position have access to or handle City funds? Yes **X** No If yes, please provide detail. **Has indirect access to City funds through the use of LPO's**

and MRO's.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No If yes, please explain. **Must be able to communicate with other members of the crew, to maintain production while using proper safety protocol. Will have contact with customers when working on their electrical service.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school diploma or GED equivalent.**
- **A valid Alaska CDL class "A".**
- **Completion of a four-year electrical apprenticeship.**
- **State of Alaska, Journeyman Lineman's Certificate of Fitness or the ability to obtain a Journeyman Lineman's Certificate of Fitness from the State of Alaska within 6 months from the date of employment.**
- **Working knowledge of high voltage testers, pin pointers, high pot machines, meggers, and phase rotation meters.**
- **Ability to read one-line diagrams, blueprints and schematics.**
- **Ability to work following standard safety practices.**
- **Other combinations of education and experience that provide the knowledge skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **A journeyman lineman with experience in underground, 34.5 kV electrical distribution systems.**
- **A valid Alaska CDL class "A" with "X" endorsement.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to work under time constraints in potentially dangerous environments, to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- **Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.**
- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors and agencies.**
- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

Working knowledge of computers using Windows based programs. Working knowledge of calculators. The ability to operate various types of equipment such as dozers, backhoes, knuckle boom trucks. The ability to back up a trailer loaded with wire reels or other equipment.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important: **This position requires the ability to solve problems. Must have the analytical ability and dexterity to complete tasks in a timely and competent manner as assigned. This position must have communication and interpersonal skills necessary to communicate and to coordinate with others.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. A valid Alaska CDL class "A". Completion of a four-year electrical apprenticeship. Journeyman Lineman's Certificate of Fitness from the State of Alaska or a Journeyman Lineman's Certificate with the ability to obtain from the State of Alaska within 6 months of employment.**

NOTICE

If selected for hire, appointment in this position will be conditional based upon the submission of a current copy of the applicant's Alaska Commercial Driver's license (CDL) and a current copy of their Department of Motor Vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. Must be able to work in tight work spaces and confined work spaces. Working in inclement weather is also necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

- | | | | |
|-------------|---|--------------|---|
| 1. Strength | | | |
| a. Standing | X | 60% of time: | Termination's, hand digging in trench, cleaning tools, parts, and truck . |
| b. Walking | X | 30% of time: | Retrieving parts from staging area or truck, meter reading, trouble shooting faulted lines. |
| c. Sitting | X | 10% of time: | Safety meetings-writing instructions-driving to and from job site |
| d. Lifting | X | 70 lb. | In moving most objects lying on the ground, on tables or benches, or in the back of the trucks. |
| Carrying | X | 70 lb. | In moving most objects of 70 pounds or less from one place to another. |
| Pushing | X | 200-300 lb. | In pushing or pulling on wire reels. |
| Pulling | X | 200-300 lb. | In pulling of rope or cable through conduit. |
| 2. Climbing | X | | On and off trucks, in and out of trenches, vaults, and on ladders. |
| Balancing | X | | While on ladders, crossing over spoil piles, and carrying long or unbalanced loads. |
| 3. Reaching | X | | This is done in most mechanical tasks. |
| Handling | X | | For all mechanical and manual tasks. |
| 4. Stooping | X | | Stooping while installing conduit or conductors in trenches, utilidoors, |

			secondary vaults, and transformers and section cans.
	Kneeling	X	Kneeling while installing conduit or conductors in trenches, utilidoors, secondary vaults, and transformers and section cans.
	Crouching	X	In trenches to glue conduit.
	Crawling	X	When removing or replacing sod.
5.	Speaking	X	Must be able to communicate with co-workers, supervisors, the public and contractors.
	Hearing	X	To understand the communication of others for safety and production.
6.	Seeing	X	For safety and inspection of parts, moving energized conductors, operating machinery.
	Depth Perception	X	In operating machinery, in driving, movement between energized parts.
	Color Vision	X	In the color coding of wire for proper phasing and to see grounding and neutral conductors.

HISTORY SUMMARY

7/2001	Included probationary period on page 1. Changed Department Head approval to Director Approval on page 1. Removed percentages from job duties on page 2. Included current language regarding drug testing and certifications and licenses remaining current for duration of employment. Minor grammar changes.
01-2003	Formatting changes. Included wage grade. Clarified CDL requirements. Minor language changes. Included "Notice" language.
12-2003	Removed " This job description outlines the general requirements and duties of an exempt of professional level position with the City of Unalaska. " Was inadvertently included in "Selection Guidelines" when JD last reviewed.