



CITY OF ST. CHARLES
POSITION DESCRIPTION
Apprentice Lineman

Department: Public Works

Division: Electric

FLSA Status: Non-Exempt

Reports to: Electric Line Crew Leader
Electric Line Foreman indirectly

Union: IBEW

Positions Supervised: None

Position Description Overview

This position is an apprenticeship-training program involving skilled maintenance and construction work on the municipal electric utility system, under close supervision until skills are acquired.

Essential Job Functions

1. Assist in construction and maintenance of overhead electric utility lines.
2. Assist with installation and repairs of overhead and underground electric utility and communication lines.
3. Perform construction and maintenance tasks on various components of the utility system and fiber optic system.
4. Operate and maintain equipment and tools of the trade used in electric utility construction and maintenance work.
5. Learn all aspects of the construction and maintenance of an electrical utility system.
6. Enroll and attend required job related courses and complete satisfactorily.
7. Complete all book work and associated training by required dates.
8. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
9. Adhere to all departmental and City safety policies.
10. Consistent attendance and punctuality is required.

Additional Jobs Functions

1. Support other City departments in the abatement of emergency situations.
2. Perform other duties as required or assigned.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge, Skills, and Abilities

1. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies and other governmental units, and the public.
2. Ability to understand and follow oral and written instructions and prepare written records and reports.
3. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week, carry a wireless communication device, and participate in apprentice standby training rotation.
4. Ability to maintain primary residency within boundaries established in the IBEW contract within one (1) year of employment.
5. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.

Education and Experience

1. High school diploma or equivalent, electric related courses helpful.
2. Minimum of one (1) year electricity or construction experience helpful.
3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical/ Environmental Demands

Extensive physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:

1. Ability to perform difficult and hazardous assignments under difficult and arduous conditions.

2. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc.
3. Ability to perform manual labor under a variety of conditions, which may require walking, climbing, crawling, bending, kneeling, stooping, stepping, standing, and/or sitting for extended periods of time.
4. Ability to lift, carry, move, remove, and replace heavy objects, use heavy tools and/or equipment, weighing up to 75 lbs., such as utility man hole covers, pumps, motors, etc.
6. Ability to climb a utility pole a minimum of fifty (50) feet and perform duties while attached to the pole.
7. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

Position Description Acknowledgement

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date

Apprentice Lineman: Electric: PW
3/11/11