

**JOB DESCRIPTION**  
**GALLATIN DEPARTMENT OF ELECTRICITY**  
**2<sup>nd</sup> Year APPRENTICE LINeworker**

At GDE, we believe teammates who put the needs of others before oneself, seek innovative solutions to problems and challenges, and understand how our words and actions impact our teammates and our customers, help GDE achieve our purpose of serving Gallatin together.

**POSITION SUMMARY:** The 2<sup>nd</sup> Year Apprentice Lineworker works under the supervision of the General Foreman, Working Line Foreman, Lead Lineworker, and Journeyman Lineworker but this position requires the exercise of independent judgment and initiative. The employee will perform work involved in the construction and maintenance of overhead and underground electrical distribution facilities. Primary facilities must be worked while de-energized and grounded. Secondary facilities may have to be worked while energized. The Apprentice Lineworker also maintains high work standards to ensure uninterrupted or quick restoration of service to consumers. This position requires the following abilities including but not limited to, bending, stooping, squatting, kneeling, crawling, lifting, pushing, pulling, carrying, and ambulating on uneven terrain. The Apprentice Lineworker is also exposed to loud noises, mechanized equipment, dirt, dust, rain, sleet, snow, ice, rough terrain, extreme heat, extreme cold, chemicals, low or no light conditions, poison oak/ivy, insect bites/stings, unpredictable animals, and foul odors. This position requires a great deal of physical strength and dexterity. It is mandatory to wear and properly use safety equipment.

This position is classified as Non-exempt for the purpose of the Fair Labor Standards Act. This position is subject to pre-employment, reasonable suspicion, post-accident, random, promotion, return to duty and follow-up drug and alcohol testing. The normal work hours follow a 9/80 work schedule; Monday-Thursday (6:30 a.m.-4:00 p.m.), with an 8-hour work day every other Friday (6:30 a.m.-3:00 p.m.), and the opposite Friday off, with a 30-minute lunch period. A valid Tennessee Commercial Driver License is required, without a manual restriction is preferred. The person in this position must reside within a reasonable response time distance (20 miles) from the GDE system according to the GDE policy. The person in this position will be subject to call-out duty (weekday after hours, weekend and holidays) for emergencies, routine and pre-arranged work when needed. The Apprentice Lineworker is also required to have 24 hour per day telephone access.

**ESSENTIAL FUNCTIONS:**

- a. Perform all work and duties assigned to a 2<sup>nd</sup> year apprentice lineworker. Constructs, installs, removes and services secondary and primary distribution lines both overhead and underground. Also, maintain GDE's transmission feeds. Frequently requires digging when installing poles, anchors, and underground lines. Examples of duties include climbing poles, pulling wire off reels, pushing wire into conduit, stringing wire, placing, and testing systems and equipment, making underground connections in transformers, vaults and meter bases and overhead connections on poles and weather head. Digging is required frequently, when installing poles, anchors, and underground lines.

- b. Performs work daily on energized secondary lines (600V and below) and de-energized lines.
- c. Opens required high-voltage switches to de-energize line or equipment to be worked on, tests for the voltage, clamps grounding device to equipment, and tags to ensure safety of co-workers and the general public.
- d. Installs, removes and services poles, transformers, capacitors, vaults, and miscellaneous pole line hardware.
- e. Prepares field reports, material lists and in cooperation with warehouse personnel, maintains accurate accountability of outgoing and incoming materials in connection with assigned work.
- f. Responsible for proper use and care of all company equipment and material. Must be able to work with various tools including but not limited to pliers, hammers, channel locks, cable cutters, bolt cutters, squeezers, hydraulic compression tools, and post hole diggers.
- g. Operate and maintain vehicles in a safe and efficient manner, practicing good housekeeping with all vehicles and associated equipment as assigned. Responsible for keeping truck stocked with appropriate materials and spare parts. Also, must help keep truck neat and in order.
- h. Frequently required to clear brush and trim tress with appropriate equipment.
- i. Must be able to install and hook-up revenue metering equipment.
- j. Must complete and maintain, in an accurate and prompt manner, all received oral and/or written reports and daily paperwork including, but not limited to daily time sheets, installed/removed equipment, staking sheets, inspection sheets, mileage/gas tickets, etc.
- k. Respond to citizens' questions and comments in a courteous and timely manner.
- l. Must maintain transformers, capacitors, and switches. Also responsible for installing and maintaining insulators, lightning arrestors, and other accessories used in connection with high and low voltage distribution lines.
- m. Responsible for repairing and/or installing streetlights and private security lights.
- n. Responsible for cleaning work sites upon completion of required tasks.
- o. Must understand and personally perform all duties in accordance with applicable safety and policy manuals. Employee must follow GDE, NEC, NESC, OSHA, APPA, State and other regulatory agency safety procedures and rules in the performance of all work.
- p. Required to use protective equipment when needed, including but not limited to, hardhat, rubber gloves and insulated cover up equipment, boots, and uniforms that are flame retardant.
- q. Must attend safety meetings, conferences, workshops, training sessions, complete bookwork each year and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- r. Responsible for following oral and written instructions from supervisor or management in a safe, economical, and efficient manner.
- s. Performs other duties and special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Sufficient clarity of speech and hearing which permits the employee to communicate well with other employees and the general public.
- b. Sufficient vision which permits the employee to see small parts and numeric designations, including close, distant, color, peripheral vision, and depth perception.
- c. High school diploma or GED
- d. Sufficient manual dexterity and fine motor skills, which permits the employee to reach and bend to perform work with hand tools and wire.

- a. Must be able to perform various positions including but not limited to bending, stooping, squatting, kneeling, crawling, reaching, sitting, walking, climbing, pushing, pulling, maneuvering in confined spaces, and ambulate on uneven terrain.
- b. Must possess sufficient personal mobility and physical reflexes, which allows the employee to climb utility poles with Lineworker's climbers, use aerial devices to service broken or defective wires and equipment, work in underground vaults, and access a diversity of workspaces.
- c. Successful completion of a Lineworker Apprentice Climbing School Program approved by GDE Management and one year of related linework experience.
- d. Must be able to climb.
- e. Must have legal authorization to work within the United States of America.
- f. Must pass a pre-employment drug/alcohol screen and physical.
- g. Must be able to pass physical abilities test.
- h. Must have knowledge of and/or ability to learn occupational hazards and safety precautions. Also, must be able to become certified in CPR, First Aid, and pole top/aerial basket rescue.
- i. Must have knowledge of and/or the ability to learn about the care and proper use of GDE tools and equipment.
- j. Must report to work on time and perform the duties of the job for the entire workday.
- k. Must be willing to perform frequent overtime work, which may involve late night or early morning hours, holidays, or weekends.
- l. Must be able to establish and maintain an effective working relationship with other employees.
- m. Must possess the ability to use good judgment while performing job related tasks.
- n. Must be able to accurately read and interpret work orders and maps on a daily basis.
- o. Must be able to understand and follow GDE maps, work orders, staking sheets and any type of GDE forms related to work assigned.
- p. Must be able to learn GDE service area, transmission, and distribution system.
- q. Must learn GDE policies that apply to 2<sup>nd</sup> Year Apprentice Lineworker duties.
- r. Must have the ability to learn and understand the installation, removal and relocation of poles, transformers, services, conductors, and capacitors and with wiring of transformer banks, capacitors and other electrical line equipment as needed.
- s. Must have the ability to conduct oneself in such a manner as to contribute a better understanding of GDE when in contact with customers or the general public.
- t. Must be able to perform most of the principal duties in an outdoor environment and may involve working in adverse weather conditions for extended periods of time. The employee will be exposed to loud noises, mechanized equipment, dirt, dust, rain, sleet, snow, rough terrain, extreme heat, extreme cold, chemicals, low or no light conditions, poison oak/ivy, insect bites/stings, unpredictable animals, and foul odors.
- u. Must possess a Tennessee CDL driver's license and the ability to drive and operate heavy and light equipment with aerial devices without a restriction on a manual.

Above all skills, aptitudes, and job experiences, being an ideal team player is the most vital attribute someone must bring to GDE.

#### **DETAILS OF WORK TO BE PERFORMED**

1. Dig pole and anchor holes.

2. Set and remove poles. Sometimes required to carry poles by hand into fields and property lines through mud, etc. Also, set in energized circuits.
3. Install anchors and ground rods.
4. Climb poles.
5. Install, remove, and perform maintenance on transformers, conductors, crossarms, insulators, lightning arrestors, capacitors, oil reclosers, guy wires, voltage regulators, ground rods, switches, fuses, etc.
6. String conductor near hot primary circuits.
7. Transfer all equipment, dead or energized secondary (600 V and below), from old to new pole.
8. Tie and untie high voltage de-energized conductors. Cut deadends, single or double.
9. Work on and within contact distance of secondary voltage energized lines (600V and below).
10. Assist other lineworker when they are on poles.
11. Check name plate rating of new or used electric equipment when making installation. Check tap settings, coil connections and lead connections for proper load and voltage output of transformers or other equipment being installed.
12. Change out and check rubber gloves, sleeves, and other protective equipment at regular times.
13. Keep all tools and equipment in good condition.
14. Check poles for safety before climbing.
15. Use rubber goods to cover up energized conductors on pole (600V and below) or in work area.
16. Mechanically air test rubber gloves daily for safety.
17. Install underground cable both primary and secondary.
18. Learn and practice methods of artificial respiration on ground and on pole.
19. Check to make sure lines are de-energized, that are supposed to be de-energized.
20. Check all ropes, blocks, hot sticks, rubber goods, hard hats, climbing tools, etc., for safe working conditions.
21. Use all types of compression tools, both hydraulic and manual for making splices.
22. Splice all sizes of wire for distribution, feeder, and transmission circuits.
23. Make up hand lines, block lines, rope splices, etc.
24. Operate "bucket truck", maneuvering in and around secondary voltage energized circuits (600V and below).
25. Operate wire tensioning equipment on transmission or feeder line work.
26. Replace damaged and defective equipment under all types of weather conditions and all times of day and night.
27. Replace broken poles and transfer equipment to new pole with high voltage circuits de-energized and energized secondary voltage (600V and below).
28. Replace transformers, switches, and conductors during stormy weather.
29. Locate and repair grounded phases and open phases in primary lines, equipment, and secondaries.
30. Work for long periods of time under adverse conditions to restore customers' service.
31. Load and unload material and equipment in Storeroom and on job.
33. Help keep work area clean.
34. Trim trees for proper power line clearance.

35. Install services to homes, businesses, and industries.
36. Perform service work from bucket truck.
37. Install and repair outdoor lighting.
38. Install and repair streetlights and traffic signals.
39. Load poles on trailer and tie down for transporting: Put safety sign and flags on poles.
40. Assist Working Line Foreman in notifying customers of service interruptions or to get permission to enter their property.
41. Put out work signs and barricades around work areas.
42. Patrol and inspect overhead lines.
43. Read blueprints and layout work for line construction.
44. Assist in taking inventory of equipment on trucks.
45. Make splices and terminations in underground cables.
46. Notify foreman of any defective material, equipment or unsafe conditions and correct same.
47. Check voltage, amperage, phase rotation, etc.
48. Use phasing sticks to check phase relation between two circuits, and tie circuits together.
49. Drive vehicle and operate equipment on line work.
50. Performs switching both in field and in substations.
51. Perform substation responsibilities as assigned by supervisor.
52. Perform other duties as assigned.