

CITY OF TWO HARBORS
POSITION DESCRIPTION

Class Title: Journey Lineworker

Department: Electric
Division:
Date:

Job Code #
Grade Number:
Union:
Location:

GENERAL PURPOSE

Performs skilled line and electrical work in the operation, maintenance and repair of overhead and underground electrical distribution systems; municipal power, water and wastewater treatment plants; natural gas system and other City operations; operates a variety of specialized related equipment and vehicles.

SUPERVISION RECEIVED:

Works under the general supervision of Dept Supervisors.

SUPERVISION EXERCISED

Generally none. May exercise supervision over equipment operators, ground workers or other temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled work in the reconstructing, maintaining and repairing electrical systems and equipment, including substation, distribution systems, transformers, and power lines.

Performs skilled work in placing and removing cross arms, stringing wires, tapping wires, repairing cross arms and wires, placing and replacing insulators and setting transformers.

Digs holes, frames poles, sets poles, installs anchors and guys, strings wire, hangs transformers, sags up wire, energizes power lines.

Works on energized equipment. Repairs and replaces equipment on energized circuits to avoid service interruption. Uses rubber gloves, special "hot line tools"

and insulated coverings for adjacent equipment on high voltages.

Maintains and troubleshoots all municipal equipment such as water plant controls and equipment, sewage plant controls and equipment, street lighting, gas system electrical requirements and all municipal buildings, etc.

Takes standby shifts as directed.

Responds to emergency call-outs.

Digs trenches and lays conduit and vaults. Splices wire and cable.

Inspects, tests, calibrates and adjusts various controls or meters used in the electrical system.

Operates a variety of equipment and trucks, and the use of attached equipment such as power diggers, winches or cranes.

Installs and maintains underground or overhead wiring systems as required. Provides temporary power connection for contractors.

Installs and connects wire, meters and other electrical services on customer premises.

Trims trees and branches.

Maintains safety practices and procedures.

Keeps inventory, time and material records, as assigned; stocks service vehicles as required.

Performs semi-skilled utility work in the reading and operation of utility meters. Traverses assigned routes and takes readings of meter dials; records reading on meter cards or inputs data into hand-held micro-computing device to provide needed information for utility billing or other related action; notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters.

Inspects meters and connections for defects, damage and unauthorized connection or use; reports findings to supervisor.

Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.

Assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy.

Maintains assigned tools and equipments.

Performs other duties as assigned.

PERIPHERAL DUTIES

Ensures equipment is in proper working order.

Responds to customer complaints.

Responds to work orders for utility disconnections, reconnections, new orders, and other service requests, as assigned.

Assists in the analysis and improvement of assigned routes.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Technical college training in electrical distribution/maintenance or apprenticeships or related work experience determined acceptable by the City.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of methods, materials and tools used in electrical distribution system maintenance work; Working knowledge of the occupational hazards and safety precautions of the trade; Considerable knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations; working knowledge of data entry and basic arithmetic.

(B) Skill in operation of the listed tools and equipment; Skill in the application of first aid methods and CPR.

(C) Ability to follow proper methods, procedures and safety precautions of line work; Ability to understand and follow complex oral and written instructions; Ability to work under varying and adverse weather conditions.

(D) Ability to accurately read and record data accurately and quickly; Ability to accurately read and record data from various types of meter dials; Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships; Ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

Valid State Driver's License or ability to obtain one, with CDL endorsement.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including pickup, dump truck, man-lift, digger derrick, backhoe, chipper, pole climbing equipment, hydraulic press, wire cutters, heat sensors, electrical testing equipment, hot sticks, clamp sticks, generator, chain saw, line tracer, ladders, forklift, locaters, and various hand and power tools, and portable or mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; Employee is occasionally required to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement 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.

Approval: Steve R. Bletten
Supervisor

Approval: See A. Klein
Appointing
Authority

Effective Date: 5/20/93

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7/11/11