

**City of Monett**  
**POSITION DESCRIPTION**

Citymonjob21

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**Job Title:** Apprentice Lineman  
**Department:** Electrical Department  
**Salary Range:** Payroll – Level 11  
**Immediate Supervisor:** Electric Foreman

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**ESSENTIAL FUNCTIONS**

- I. New Construction Activities ..... 75% of Time
  - A. Receives notification of a new project. Observes the linemen conduct a site inspection, assists in the development of a plan including the amount of equipment and supplies required, assuring for accuracy.
  - B. Assists in assembling required materials, tools and equipment to start the project, assuring for thoroughness.
  - C. Begins the construction project assuring for compliance with all applicable laws and regulations, assuring for safety and compliance with the plan specifications.
  - D. 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.
  - E. Places signs and acts as a flagman as needed, assuring for safety relating to traffic control.
  - F. Deals with the public in a professional and courteous manner.
  - G. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
  - H. Observes others and participates in conducting a physical inspection of the completed project to ensure that it was completed to City standards of quality.
  
- II. Repair and Maintenance of Existing line Activities..... 10% of Time
  - A. Receives notification of an outage or fault, observes linemen conduct a physical inspection of the site and make an identification of the problem, assuring for safety.

- 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 laws and regulations.
- C. Assists with suggesting a plan of corrective action, assuring for thoroughness. Prioritizes between multiple projects.
- D. Assists with completing the necessary repair work, assuring for safety, timeliness, and accuracy.
- E. Conducts a visual inspection to assure that the meter is operational, assuring for professionalism and the best PR possible.
- F. Documents time out including problem description and the corrective action taken, assuring for thoroughness and timeliness.
- G. Communicates and coordinates with the public, assists with complaints, questions, and clarification regarding City policies, assuring for professionalism.

III. Equipment and Supplies Activities..... 10% of Time

- A. Maintains an awareness of all the needed supplies and equipment required for daily operation.
- B. Monitors the daily inventory of the required supplies and equipment required to operate.
- C. Notifies the appropriate person(s) regarding the need to restock 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.
- F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- G. Deals with the public in a positive manner.

IV. Line Clearance Activities ..... 5%

- A. Monitors and maintains an awareness of the changing environment and weather.
- B. Controls the physical environment by trimming, mowing, and chemical sprays, 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

A. Attends and participates in correspondence classes and training classes as requested.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the 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.
- ◆ Above-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 or equivalent.
- ◆ Valid Drivers license CDL class B with air break enforcement.
- ◆ Some experience in the electrical distribution area.

## **MENTAL EFFORT**

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

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.

## **SENSORY ABILITIES**

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