

Electric Crew Groundsman

Department: Public Utilities
Division: Electric
Function:
Grade/Level:
Work Schedule: Varies
Location: Operations Center

Job Status: Full-time
FLSA Status: Non-exempt
Reports To: Director of Public Utilities
Amount of Travel Required: 0
Positions Supervised: 0

POSITION SUMMARY

Individuals in these positions perform unskilled construction, operation, and maintenance tasks. Because of the hazardous conditions they work in, they are not permitted to work on energized high voltage (primary) and low voltage (secondary) systems.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Groundsmen are NOT allowed to work on any energized primary or secondary lines or devices.
- Perform trouble analysis such as repairing and replacing poles, insulators, fuses, lines, transformers, terminations, or any other part of the electric distribution system.
- Learn and perform pole framing and construction standards specifically RUS 1 phase and 3 phase 7200 volt primary distribution standard.
- Dig holes, assemble and attach anchors and guys, and raise and set poles.
- Assist with the installation of pole or pad mount transformers.
- Assist apprentices and linemen by passing tools, material or equipment as needed, by the appropriate methods.
- Observe work being done by apprentice and journeyman linemen and others to learn the trade and to warn all personnel in the area of hazards at the work site.
- Operate backhoe, trencher, hand shovels, and other equipment to construct, operate, and maintain the electric distribution system.
- Dig ditches and install conduits, transformers, cables, junction boxes terminators and other related underground electric distribution system equipment.
- Load and unload construction and other materials for job or jobs to be done, laying out and preparing materials and equipment for job assigned.
- Prepare and or assist in preparation of reports as directed on activity of crew and operation of the electric distribution department.
- Available to apply for apprenticeship after six months and when an apprenticeship position is available.

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Productivity

SKILLS & ABILITIES

Education: High School diploma

Experience: One year of work experience in a heavy lifting manual job is preferred. Prior working experience with a backhoe and trencher preferred.

Computer Skills: None required.

Certificates & Licenses: Valid Class A CDL license.
Driving record that is acceptable to insurance carrier.

Other Requirements:

Demonstrate basic knowledge of:

- Use, cleaning, and general care of all materials, tools, and equipment used in electric distribution system construction, operation, and maintenance.
- Electric meter reading.
- First aid and electric safety.

Knowledge of tree clearance safety as specified in Annex B ANSI Z133.1-1994.

Must become knowledgeable (within 6 months) with OSHA regulation 29 CFR 1910, especially parts .268, .269, .333, .147 (lockout/tagout), .146 (confined space), and other applicable regulations and work within those requirements at all times.

Response Time Requirement:

The employee is required to live within a close enough proximity to their normal reporting location such that they can respond to the worksite in a timely manner when a quick response is needed. The timely response will be needed at times of emergency system repairs and similar activities. In order to meet this requirement, the employee must be able to be at work within 30 minutes of being notified, driving under normal conditions and at the legal speed limit. It is understood that the employee may need some time to leave their residence but it is expected that this time should be kept to a minimum so that they arrive at work in a timely manner. Employees that are new to this position and have not previously been required to comply with a residency requirement are not required to meet this residency requirement when they begin this position but will be required to comply with this requirement prior to completion of their initial six (6) month introductory period.

PHYSICAL DEMANDS

Physical Demands

Stand	C
Walk	C
Sit	O
Handling / Fingering	F
Reach Outward	F
Reach Above Shoulder	F
Climb	N
Crawl	N
Squat or Kneel	F
Bend	F

Lift/Carry

10 lbs or less	C
11-20 lbs	C
21-50 lbs	C
51-100 lbs	C
Over 100 lbs	C
Push/Pull	
12 lbs or less	C
13-25 lbs	C
26-40 lbs	C
41-100 lbs	C

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment is outdoors with exposure to the elements with moderate to loud noise.

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

The City Management has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City of Miami reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.



Lineman Apprentice I

Department: Public Utilities

Division: Electric

Function:

Market Survey: \$34682.21 Min, \$40802.60 Mid, \$46922.99 Max

Work Schedule: Varies

Location: Operations Center

Job Status: Full-time

FLSA Status: Non-exempt

Reports To: Director of Public Utilities

Amount of Travel Required: 0

Positions Supervised: 0

POSITION SUMMARY

Position installs, repairs, and maintains overhead and underground electrical power lines and auxiliary equipment. Position is the beginning progression for a lineman. Position is NOT permitted to work on energized electric distribution systems. Works the same hours as a journeyman, except that NO apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Position Duration: Placement in this position is for a period of 12 months. In limited special cases, placement may be extended by three months to allow completion of training objectives. Failure to complete objectives within this time limit is reason for dismissal.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist in the construction of new overhead and underground services and service upgrades (Single-phase; three-phase; double-circuit, energized or de-energized).
- Assist journeyman linemen in restoring overhead and underground outages.
- Assist journeyman linemen in solving power quality issues.
- Assist journeyman linemen in maintaining existing overhead and underground line.
- Assist journeyman linemen in performing line patrol.
- Dig pole and anchor holes; frame and set poles and anchors; install guy wire, sag, and tie-in conductors.
- Assist with installation of transformers, switches, voltage regulators, oil circuit-reclosers, capacitors, meters, and other electrical apparatus.
- Assist with yard-light and street-light maintenance and installation. Install service; Connect, disconnect, and reconnect as assigned.
- Assist with relocating, rebuilding, and adding poles on existing lines for state and county road construction.
- Assist with cutting in double-end for two-way feeds and replacing lightning arresters and guys on energized or de-energized lines.
- Install account numbers on meter poles as directed.
- Replace and repair service drops as directed.
- Assist with installing, repairing, and replacing meter sockets and loops.
- Read, change, install, and seal meters as assigned.
- Complete outage reports, material tickets, connect, reconnect, or disconnect orders, as required or directed.
- Inspects lines, poles, and equipment for signs of damage or wear and reports deficiencies.

- Assists in carrying poles, digging holes, and guying poles involved in the setting or replacing of poles.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays or wiring, using wiring diagrams and electrical testing instruments.
- Follow the Year 1 Apprentice Lineman training program.

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Job Knowledge
- Quality

SKILLS & ABILITIES

Education: High School diploma or GED; and per regulations must be 18 years of age.

Experience: Worked for one year as an Electric Crew Groundsman required.

Computer Skills: Basic computer skills in Microsoft Office software.

Certificates & Licenses: Valid Class A CDL license.
Driving record that is acceptable to insurance carrier.
Within 6 months of hire, must be First aid and CPR certified.

Other Requirements: Enrolled in Apprenticeship program and have signed apprenticeship agreement.
Must serve a probationary period of not less than six months of on the job learning (OJL).
Ability to operate a bucket truck or Digger Truck.
Ability to work at heights or confined spaces.
Apprentices will be paid for hours spent attending related instruction classes, but will not be paid for self-study and time spent on correspondence courses.

Response Time Requirement:

The employee is required to live within a close enough proximity to their normal reporting location such that they can respond to the worksite in a timely manner when a quick response is needed. The timely response will be needed at times of emergency system repairs and similar activities. In order to meet this requirement the employee must be able to be at work within 30 minutes of being notified while driving under normal conditions and at the legal speed limit. It is understood that the employee may need some time to leave their residence but it is expected that this time should be kept to a minimum so that they arrive at work in a timely manner. Employees that are new to this position and have not previously been required to comply with a residency requirement are not required to meet this residency requirement when they begin this position but will be required to comply with this requirement prior to completion of their initial six (6) month introductory period.

PHYSICAL DEMANDS

Physical Demands

Stand	F	Lift/Carry	
Walk	F	10 lbs or less	C
Sit	O	11-20 lbs	C
Handling / Fingering	C	21-50 lbs	F
Reach Outward	F	51-100 lbs	O
Reach Above Shoulder	F	Over 100 lbs	N
Climb	F	Push/Pull	
Crawl	O	12 lbs or less	C
Squat or Kneel	F	13-25 lbs	C
Bend	F	26-40 lbs	F
		41-100 lbs	O

- N (Not Applicable)** Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input checked="" type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment varies from job site to industrial locations with exposure to elements, heights, and confined spaces.

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

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Lineman Apprentice II

Department: Public Utilities

Division: Electric

Function:

Market Survey: \$39371.15 Min, \$46319.00 Mid, \$53266.85 Max

Work Schedule: Varies

Location: Operations Center

Job Status: Full-time

FLSA Status: Non-exempt

Reports To: Director of Public Utilities

Amount of Travel Required: 0

Positions Supervised: 0

POSITION SUMMARY

Position installs, repairs, and maintains overhead and underground electrical power lines and auxiliary equipment. Position is the beginning progression for a lineman. Position is NOT permitted to work on energized electric distribution systems. Works the same hours as a journeyman, except that NO apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Position Duration: Placement in this position is for a period of 12 months. In limited special cases, placement may be extended by three months to allow completion of training objectives. Failure to complete objectives within this time limit is reason for dismissal.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist in the construction of new overhead and underground services and service upgrades (Single-phase; three-phase; double-circuit, energized or de-energized).
- Assist journeyman linemen in restoring overhead and underground outages.
- Assist journeyman linemen in solving power quality issues.
- Assist journeyman linemen in maintaining existing overhead and underground line.
- Assist journeyman linemen in performing line patrol.
- Dig pole and anchor holes; frame and set poles and anchors; install guy wire, sag, and tie-in conductors.
- Assist with installation of transformers, switches, voltage regulators, oil circuit-reclosers, capacitors, meters, and other electrical apparatus.
- Assist with yard-light and street-light maintenance and installation. Install service; Connect, disconnect, and reconnect as assigned.
- Assist with relocating, rebuilding, and adding poles on existing lines for state and county road construction.
- Assist with cutting in double-end for two-way feeds and replacing lightning arresters and guys, on energized or de-energized lines.
- Install account numbers on meter poles as directed.
- Replace and repair service drops as directed.
- Assist with installing, repairing and replacing meter sockets and loops.
- Read, change, install and seal meters as assigned.
- Complete outage reports, material tickets, connect, reconnect, or disconnect orders, as required or directed.
- Inspects lines, poles, and equipment for signs of damage or wear and reports deficiencies.

- Assists in carrying poles, digging holes, and guying poles involved in the setting or replacing of poles.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays or wiring, using wiring diagrams and electrical testing instruments.
- Follow the Year 2 Apprentice Lineman training program

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Job Knowledge
- Quality

SKILLS & ABILITIES

Education: High School diploma or GED; and per regulations must be 18 years of age.

Experience: Worked for one year (minimum of 2000 hours) as a Lineman Apprentice I and passed testing requirements.

Computer Skills: Basic computer skills in Microsoft Office software.

Certificates & Licenses: Valid Class A CDL license.
Driving record that is acceptable to insurance carrier.
First aid and CPR certified.

Other Requirements: Enrolled in Apprenticeship program and have signed apprenticeship agreement.
Must serve a probationary period of not less than six months of on the job learning (OJL).
Ability to operate a bucket truck or Digger Truck.
Ability to work at heights or confined spaces.
Apprentices will be paid for hours spent attending related instruction classes, but will not be paid for self-study and time spent on correspondence courses.

Response Time Requirement:

The employee is required to live within a close enough proximity to their normal reporting location such that they can respond to the worksite in a timely manner when a quick response is needed. The timely response will be needed at times of emergency system repairs and similar activities. In order to meet this requirement the employee must be able to be at work within 30 minutes of being notified while driving under normal conditions and at the legal speed limit. It is understood that the employee may need some time to leave their residence but it is expected that this time should be kept to a minimum so that they arrive at work in a timely manner. Employees that are new to this position and have not previously been required to comply with a residency requirement are not required to meet this residency requirement when they begin this position but will be required to comply with this requirement prior to completion of their initial six (6) month introductory period.

PHYSICAL DEMANDS

Physical Demands

Stand	F
Walk	F
Sit	O
Handling / Fingering	C
Reach Outward	F
Reach Above Shoulder	F
Climb	F
Crawl	O
Squat or Kneel	F
Bend	F

Lift/Carry

10 lbs or less	C
11-20 lbs	C
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	N
Push/Pull	
12 lbs or less	C
13-25 lbs	C
26-40 lbs	F
41-100 lbs	O

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/> Close vision (clear vision at 20 inches or less)
<input checked="" type="checkbox"/> Distance vision (clear vision at 20 feet or more)
<input checked="" type="checkbox"/> Color vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/> Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/> Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/> Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/> No special vision requirements

WORK ENVIRONMENT

Work environment varies from job site to industrial locations with exposure to elements, heights, and confined spaces.

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

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Lineman Apprentice III

Department: Public Utilities

Division: Electric

Function:

Market Survey: \$43518.35 Min, \$51198.04 Mid, \$58877.74 Max

Work Schedule: Varies

Location: Operations Center

Job Status: Full-time

FLSA Status: Non-exempt

Reports To: Director of Public Utilities

Amount of Travel Required: 0

Positions Supervised: 0

POSITION SUMMARY

Position installs, repairs, and maintains overhead and underground electrical power lines and auxiliary equipment. Position is the beginning progression for a lineman. Position is NOT permitted to work on energized electric distribution systems. Works the same hours as a journeyman, except that NO apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Position Duration: Placement in this position is for a period of 12 months. In limited special cases, placement may be extended by three months to allow completion of training objectives. Failure to complete objectives within this time limit is reason for dismissal.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Apprentice III is permitted to work on energized circuits not exceeding 240 volts without journeyman supervision.
- Assist in the construction of new overhead and underground services and service upgrades (Single-phase; three-phase; double-circuit, energized or de-energized).
- Assist journeyman linemen in restoring overhead and underground outages.
- Assist journeyman linemen in solving power quality issues.
- Assist journeyman linemen in maintaining existing overhead and underground line.
- Assist journeyman linemen in performing line patrol.
- Dig pole and anchor holes; frame and set poles and anchors; install guy wire, sag, and tie-in conductors.
- Assist with installation of transformers, switches, voltage regulators, oil circuit-reclosers, capacitors, meters, and other electrical apparatus.
- Assist with yard-light and street-light maintenance and installation. Install service; Connect, disconnect, and reconnect as assigned.
- Assist with relocating, rebuilding, and adding poles on existing lines for state and county road construction.
- Assist with cutting in double-end for two-way feeds and replacing lightning arresters and guys, on energized or de-energized lines.
- Install account numbers on meter poles as directed.
- Replace and repair service drops as directed.
- Assist with installing, repairing and replacing meter sockets and loops.
- Read, change, install, and seal meters as assigned.
- Complete outage reports, material tickets, connect, reconnect, or disconnect orders, as required or directed.

- Inspects lines, poles, and equipment for signs of damage or wear and reports deficiencies.
- Assists in carrying poles, digging holes, and guying poles involved in the setting or replacing of poles.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays or wiring, using wiring diagrams and electrical testing instruments.
- Follow the Year 3 Apprentice Lineman training program

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Job Knowledge
- Quality

SKILLS & ABILITIES

Education: High School diploma or GED; and per regulations must be 18 years of age.

Experience: Worked for one year (minimum of 2000 hours) as a Lineman Apprentice I and passed testing requirements.
Worked for one year (minimum of 2000 hours) as a Lineman Apprentice II and passed testing requirements.

Computer Skills: Basic computer skills in Microsoft Office software.

Certificates & Licenses: Valid Class A CDL license.
Driving record that is acceptable to insurance carrier.
First aid and CPR certified.

Other Requirements: Enrolled in Apprenticeship program and have signed apprenticeship agreement.

Skills: Demonstrate working knowledge of:

- National Electric Safety Code rules and regulations.
- Underground electric distribution system installation, operation and maintenance.
- Electric circuit theory as it applies to electric distribution systems including three-phase transformer installation.

Demonstrate proficiency in:

- Application of electric circuit theory.
- Application of electric distribution system safety.
- Climbing and working on poles.

Apprentices will be paid for hours spent attending related instruction classes, but will not be paid for self-study and time spent on correspondence courses.

Response Time Requirement:

The employee is required to live within a close enough proximity to their normal reporting location such that they can respond to the worksite in a timely manner when a quick response is needed. The timely response will be needed at times of emergency system repairs and similar activities. In order to meet this requirement the employee must be able to be at work within 30 minutes of being notified while driving under normal conditions and at the legal speed limit. It is understood that the employee may need some time to leave their residence but it is expected that this time should be kept to a minimum so that they arrive at work in a timely manner. Employees that are new to this position and have not previously been required to comply with a residency requirement are not required to meet this residency requirement when they begin this position but will be required to comply with this requirement prior to completion of their initial six (6) month introductory period.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	C
Walk	F	11-20 lbs	C
Sit	O	21-50 lbs	F
Handling / Fingering	C	51-100 lbs	O
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F	Push/Pull	
Climb	F	12 lbs or less	C
Crawl	O	13-25 lbs	C
Squat or Kneel	F	26-40 lbs	F
Bend	F	41-100 lbs	O

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input checked="" type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment varies from job site to industrial locations with exposure to elements, heights, and confined spaces.

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

The City Management has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City of Miami reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Lineman Apprentice IV

Department: Public Utilities
Division: Electric

Job Status: Full-time
FLSA Status: Non-exempt

Market Survey: \$45988.90 Min, \$54104.58 Mid, \$62220.26 Max
Work Schedule: Varies
Location: Operations Center

Reports To: Director of Public Utilities
Amount of Travel Required: 0
Positions Supervised: 0

POSITION SUMMARY

Position installs, repairs, and maintains overhead and underground electrical power lines and auxiliary equipment. Position is the beginning progression for a lineman. Position is NOT permitted to work on energized electric distribution systems. Works the same hours as a journeyman, except that NO apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Position Duration: Placement in this position is for a period of 12 months. In limited special cases, placement may be extended by three months to allow completion of training objectives. Failure to complete objectives within this time limit is reason for dismissal.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Permitted to work on energized primary circuits (13.2kv) with electric distribution system with Journeyman Lineman supervision.
- Assist in the construction of new overhead and underground services and service upgrades (Single-phase; three-phase; double-circuit, energized or de-energized).
- Assist journeyman linemen in restoring overhead and underground outages.
- Assist journeyman linemen in solving power quality issues.
- Assist journeyman linemen in maintaining existing overhead and underground line.
- Assist journeyman linemen in performing line patrol.
- Dig pole and anchor holes; frame and set poles and anchors; install guy wire, sag, and tie-in conductors.
- Assist with installation of transformers, switches, voltage regulators, oil circuit-reclosers, capacitors, meters, and other electrical apparatus.
- Assist with yard-light and street-light maintenance and installation. Install service; Connect, disconnect, and reconnect as assigned.
- Assist with relocating, rebuilding, and adding poles on existing lines for state and county road construction.
- Assist with cutting in double-end for two-way feeds and replacing lightning arresters and guys, on energized or de-energized lines.
- Replace and repair service drops as directed.
- Read, change, install, and seal meters as assigned.
- Complete material tickets, connect, reconnect, or disconnect orders, as required or directed.
- Inspects lines, poles, and equipment for signs of damage or wear and reports deficiencies.
- Assists in carrying poles, digging holes, and guying poles involved in the setting or replacing of poles.

- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays or wiring, using wiring diagrams and electrical testing instruments.
- Follow the Year 4 Apprentice Lineman training program

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Job Knowledge
- Quality

SKILLS & ABILITIES

Education: High School diploma or GED; and per regulations must be 18 years of age.

Experience: Worked for one year (minimum of 2000 hours) as a Lineman Apprentice I and passed testing requirements.
 Worked for one year (minimum of 2000 hours) as a Lineman Apprentice II and passed testing requirements.
 Worked for one year (minimum of 2000 hours) as a Lineman Apprentice III and passed testing requirements.

Computer Skills: Basic computer skills in Microsoft Office software.

Certificates & Licenses: Valid Class A CDL license.
 Driving record that is acceptable to insurance carrier.
 First aid and CPR certified.

Other Requirements: Enrolled in Apprenticeship program and have signed apprenticeship agreement.

Demonstrate working knowledge of:

- Primary metering installation and maintenance
- Procedures to handle electric distribution system emergency and loss of power situations.

Demonstrate proficiency in:

- Knowledge of City of Miami overhead and underground electric distribution system, including substation and feeder location and operation.

Apprentices will be paid for hours spent attending related instruction classes, but will not be paid for self-study and time spent on correspondence courses.

Response Time Requirement:

The employee is required to live within a close enough proximity to their normal reporting location such that they can respond to the worksite in a timely manner when a quick response is needed. The timely response will be needed at times of emergency system repairs and similar activities. In order to meet this requirement the employee must be

able to be at work within 30 minutes of being notified while driving under normal conditions and at the legal speed limit. It is understood that the employee may need some time to leave their residence but it is expected that this time should be kept to a minimum so that they arrive at work in a timely manner. Employees that are new to this position and have not previously been required to comply with a residency requirement are not required to meet this residency requirement when they begin this position but will be required to comply with this requirement prior to completion of their initial six (6) month introductory period.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	C
Walk	F	11-20 lbs	C
Sit	O	21-50 lbs	F
Handling / Fingering	C	51-100 lbs	O
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F	Push/Pull	
Climb	F	12 lbs or less	C
Crawl	O	13-25 lbs	C
Squat or Kneel	F	26-40 lbs	F
Bend	F	41-100 lbs	O

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input checked="" type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input checked="" type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input checked="" type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input checked="" type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment varies from job site to industrial locations with exposure to elements, heights, and confined spaces

Effective Date of Job Description: _____ Last Reviewed: _____

Employee Signature: _____ Date: _____

Print Employee Name: _____

HR Director Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

The City Management has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City of Miami reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Journeyman Lineman

Department: Public Utilities

Division: Electric

Function:

Market Survey: \$56128.47 Min, \$66033.49 Mid, \$75938.51 Max

Work Schedule: Varies

Location: Operations Center

Job Status: Full-time

FLSA Status: Non-exempt

Reports to: Director of Public Utilities

Amount of Travel Required: 0

Positions Supervised: 0

POSITION SUMMARY

Position installs, repairs, and maintains overhead and underground electrical power lines and auxiliary equipment. Position is the highest progression for a lineman and is expected to know all aspects of job.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Strings, splices, transfers, and sags wire in energized or de-energized circuits; and connects wires and transformers as directed; regularly working on above ground poles using climbers and safety belt or a bucket truck.
- Assists in training apprentice linemen in the technical aspects of performing the duties of a journeyman lineman.
- Routes or re-routes power lines over, under, or around existing lines and structures; regularly working above, on, or in close proximity to energized lines using appropriate safety equipment.
- Performs substation visual inspections and preventive maintenance inspections and repairs.
- Work with the Metering/SCADA technician to ensure that all substation electronics, transformer wiring, relaying, SCADA, street lights, well pump controls, and other City owned electrical equipment is maintained and in good working order.
- Installs, removes, transfers, maintains and/or repairs cross arms, pins, insulators, guys, transformers and other overhead pole and U.R.D. (Underground Residential Distribution) equipment.
- Installs and removes transformers, self-contained meters, cut-outs, disconnecting switches, circuit breakers, and other overhead line and URD devices, rigging block and tackle where necessary, or working with a ground crew and winch to raise or lower equipment.
- Inspects lines, poles, and equipment for signs of damage or wear and reports deficiencies.
- Assists in carrying poles, digging holes, and guying poles involved in the setting or replacing of poles.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines, or to facilitate repairs.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays or wiring, using wiring diagrams and electrical testing instruments.
- Handles emergency and loss of power electric distribution system situations.
- Conducts trouble analysis, repair, and operation of City of Miami Electric Distribution Systems.

Supervisory Responsibilities: None

POSITION QUALIFICATIONS

Competency Statement(s)

- Work Environment/Safety
- Dependability
- Job Knowledge
- Quality

SKILLS & ABILITIES

Education: High School diploma or GED.

Experience: Previous work as a journeyman lineman for two years preferred.

Computer Skills: Basic computer skills in Microsoft Office software.

Certificates & Licenses: Valid Class A CDL license.
 Driving record that is acceptable to insurance carrier.
 Journeyman Lineman Certificate.
 First and CPR certification.

Other Requirements: Registered 8000 hours with Board of Labor as Power lineman with verification certificate.
 Completes and passes testing of Apprenticeship Program with 80% or higher score.
 Knowledgeable of ANSI Z133.1-1994 Tree Clearance Safety.
 Ability to operate a bucket truck or Digger Truck.
 Ability to work at heights or confined spaces.

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