



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
ELECTRIC JOURNEYMAN LINEMAN -ELECTRIC DEPARTMENT - UTILITY SYSTEM  
*Non-Exempt – Safety Sensitive***

**WORK PERFORMED:**

The Electric Journeyman Lineman shall report to the Electric Line Supervisor/Electric Line Foreman, and shall perform various skilled job tasks within the Electric Department. The job duties include, but are not limited to the following:

- Must be proficient at operating all bucket trucks and other electric department equipment and tools. Familiar with preventative maintenance of electrical maintenance and construction vehicles and other equipment within the department.
- Responsible for maintenance of tools; maintenance of equipment; installation of electrical infrastructure, wiring, residential and commercial metering, and other related equipment.
- Must be familiar with substation operations and the electric systems and will be expected to direct SCADA and the line crew to perform necessary switching during outages and maintenance activities.
- Able to install, repair, replace, wiring, calibration, and trouble-shoot transformers.
- Must be able to assist with servicemen and other positions related to the electric department.
- Must be able to operate HBPW trucks and equipment, and shall have a valid CDL Driver's License with trailer endorsement. The Electric Journeyman may drive to and from worksites, may haul tools, materials, supplies and equipment, and may be dispatched for pick-up/delivery of needed items, as necessary.
- Must be available for emergencies and Standby Duty, and able to respond to the job site within 30 minutes. From time to time, the emergencies may include items outside the normal electric department daily activities (for example, water leaks and sewer stop ups).
- Must have completed an accredited apprenticeship program that included the necessary testing and years of experience to become a Journeyman Lineman, and must hold a current Journeyman Lineman card.
- Must be familiar with electrical personnel protective equipment and safety procedures including the National Electric Code, and capable of teaching others safe practices around electricity. Special attention must be paid to working around electricity with voltages up to 161 kV.
- Must be familiar with street lighting systems including underground wiring.
- Knowledge of single and three phase metering and testing, including current transformer meters.
- Lineman shall oversee, direct, control, inspect and limit the work of apprentices.

This position requires the Electric Journeyman to perform a variety of tasks, including manual labor, typical lineman duties, maintenance/repair, and installation of electrical equipment. Therefore, this individual must be knowledgeable of and be able to perform the following:

- 1) Be knowledgeable of repair, maintenance, and new construction of overhead and underground electric lines at voltages up to 161 kV. Inspection of services for updates and new construction will be an integral part of the job duties. Common voltages in the Hannibal electrical system are 34.5 kV and 13.8 kV.
- 2) Be knowledgeable of and able to interpret utility maps, engineering drawings, utility records and perform underground electric locates. Also is responsible to continuously keep the electric mapping as accurate as possible by communicating necessary changes to the GIS Mapping Coordinator and Electric Line Supervisor.
- 3) Be knowledgeable of safety program, safety procedures and comply with all safety policies and procedures. Special emphasis shall be placed upon knowledge of hazards associated with electricity. This includes, but is not limited to hot glove and stick procedures, pole top rescue, arc flash safety, traffic safety and barricading, lock out/tag out, confined space entry, etc.
- 4) Be familiar with safety practices related to transform spills (SPCC Plan) and the clean up afterwards, and the special procedures around PCB oil.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Must be available for Standby/On Call duty rotation.
- Must be able to communicate with customers clearly and respectfully. Customer service is a priority.
- Responsible for completing all job duties and other assigned tasks efficiently, timely, properly, correctly and safely.
- Responsible for personal/jobsite safety and compliance with HBPW Policies.
- Able to perform all physical job functions and knowledgeable of the utility system elements.
- Must have valid and current CDL license, able to properly operate all HBPW electric department vehicles and equipment.
- Able to use tools, equipment and maps common to electric department and to utility system operations.
- Able to perform manual labor tasks, able to report to work on short notice during emergencies, able to work extended hours during manpower shortages and be available for after-hours call-outs and standby duty.
- Understand and implement safety regulations and policies of the HBPW, including those in various manuals as well as those directly taught by the Supervisor. Attendance at safety meetings is required as well as the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the employee, other fellow works and that of the General Public. Employee will not proceed with any assigned work function if in doubt as to correct procedure.
- Able to inspect all work for compliance standards, demobilization and or energization, and secondary or primary conductors.
- Conduct shall comply with safety rules, standard operating procedures, verbal instructions, working rules, personnel policies, Memorandum of Understanding, and other applicable standards. While on duty, the interaction with the General Public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed and any unsatisfactory aspects of the evaluation shall be corrected by the next evaluation.
- Able to follow oral and written instructions.
- Able to work with all other crew members and departments.

#### SAFETY RESPONSIBILITIES:

The Lineman is required to comply with all safety regulations of the HBPW. The Lineman is a Safety sensitive position, performing safety sensitive functions that directly affecting the safety and wellbeing of oneself, field workers and the public. All positions must comply with the HBPW Drug Free Work Place policy.

#### PHYSICAL DEMANDS:

- The physical capabilities of the Electric Journeyman are described in relation to those needed to successfully perform the essential functions; however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the employee to walk, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms and the ability to voice communicate. Employee must have hand-eye coordination necessary to operate various tools and equipment of the HBPW. Employee shall have close vision and the ability to focus. Employee shall be able to lift at least 95 pounds. Employee must be able to work under adverse conditions including dampness, wet weather, hot weather, snow, ice, etc. and may be required to work primarily outdoors.
- The job tasks involve intensive manual labor, including digging, lifting, standing, walking, stooping, bending, kneeling, climbing ladders and poles, tool and equipment operation.
- Able to improve skills, talents and knowledge of the utility system, permitting individual to advance within department as openings become available. The Electric Journeyman shall be required to develop and improved skills, talents and responsibilities over a period of time.
- Able to report to work promptly and fulfill job duties. Attendance record shall be good, free from excessive absences. The Journeyman shall be required to report to work daily in appropriate clean work clothing and practice proper personal hygiene.
- Able to relate responsibly and respectfully with other employees and the General Public.

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.

This job description does not constitute an employment contract 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.