



## JOB DESCRIPTION

COMPANY: Newport Utilities DATE CREATED: 3/2021

JOB TITLE: Journeyman Lineman

GRADE LEVEL 11 Exempt      Non-Exempt X

REPORTS TO: Line Foreman/ Bucket Foreman

PURPOSE OF THE JOB (Why is the job performed?): The role of the Journeyman Lineman is to work as lineman on the bucket crew, or construction crew, all aspects involving the installation, operation, maintenance, and repair of NU's electrical facilities and to ensure that each job is performed safely, properly, and in a timely manner.

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations, and company policies and procedures and ensure that all crew members comply as well.
- Responsible for bucket truck operation and equipment.
- Make sure truck is properly equipped with supplies and tools as dictated by the daily job assignments.
- Conduct and document a daily pre-trip inspection.
- Assess job to be performed and determine what tools and materials are needed.
- Assess the hazards associated with the work to be performed.
- Conduct and document an adequate job briefing at each job site and ensure the participation of all crew members.
- Climb poles or operate bucket truck to perform work on overhead distribution system.
- Must be able to wear all required PPE, including safety glasses, Flame-retardant clothing, rubber gloves/sleeves, safety harnesses, etc.
- Apply necessary personal protective equipment to safely perform hotline work (i.e., rubber gloves, hard hats, plastic line guards, rubber blankets, etc.)
- Properly isolate, test for voltage, and ground lines and equipment when performing de-energized work.
- Perform hotline and de-energized work on overhead distribution system (i.e., change out poles, replace or hang transformers, replace insulators, connect lighting arrestors, repair or replace primary and secondary lines, install and maintain electrical services and other electrical devices).
- Build new line extensions or upgrade existing lines.
- Install and/or repair underground distribution system equipment (i.e., install conduit and cable, set transformer, terminate underground cable, repair damaged cables when accessible).

- Troubleshoot outages or service complaints.
- Prepare line devices and preassemble hardware on the ground for overhead installation by linemen (i.e., assemble insulators, light fixtures, dropouts and arrestors, prepare wire for installation by cutting to length and attaching sleeves, frame transformers and reclosers, etc.)
- See that safety markers are in place (i.e., signs, and barricades/cones).
- Set up and maintain safety zones and direct traffic through work area.
- Perform traffic control flagging operations
- Assist in framing poles (i.e., grounding, boring holes and mounting hardware).
- Assist in pulling out wire on ground prior to installation.
- Make wire connections at service weatherheads.
- Perform work involved with changeovers, new services, and cutoffs for nonpayment.
- Load and unload material onto truck.
- Process paper work (i.e., time sheets, track equipment and material usage, inspections, and injuries).
- Supervise cleanup of work area.
- Work on standby rotation and be available to work during emergency power restoration.
- Employee may have access to confidential information and is expected to ensure that confidentiality is maintained.
- Interact/ communicate with customers/ contractors at job site.
- Serve as mentor to Apprentice Lineman and Groundman.
- Conduct and document a monthly personal tools and equipment inspection.
- Report all near miss incidents to the appropriate personnel.
- Conduct and document a quarterly climbers and body belt(s) inspection.
- Participate in safety programs.
- Attend off site training to refresh/gain new information on utility practices.
- Regular and reliable attendance.
- Must be able to work extended hours beyond normal shift, evenings, weekends, and holidays during emergencies.
- Must be able to report to work for emergency purposes in 30 minutes or less and subject to overtime on short notice.

#### **MARGINAL JOB DUTIES & RESPONSIBILITIES:**

- Amass tools and devices to be used by linemen and apprentices at pole location.
- Operate hand line or winch to convey material to and from linemen and apprentices working in a bucket truck or on a pole.
- Assist in pulling out wire on ground prior to installation.
- Dig postholes with shovels or posthole diggers, and fill open holes with dirt and tamp.
- Install ground rods and assist in pole installation.
- Patrol worksite to collect tools and unused or previously used materials.
- Operate digger truck (auger) to dig holes for poles and anchors.
- Operate substation equipment.
- Operate line regulators and capacitors.

- Perform maintenance on transmission lines.
- Build new line extensions or upgrade existing lines.
- Participate in vegetation management and operate all necessary equipment (i.e., trees, bushes, weeds, power saws, machetes, etc.).
- Work on standby rotation and be available to work during emergency power restoration.
- On-Call Expectations; a minimal response time is expected when contacted is attempted.
- Interaction with stockroom personnel for inventory control.
- Interaction with NU employees and the public.
- Employee may have access to confidential information and is expected to ensure that confidentiality is maintained.
- Perform switching operations.
- Perform other duties as directed by supervisor.

### **EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:**

- Possess a high school diploma or GED certificate.
- Possess and maintain a valid Tennessee driver's license with CDL classification.
- Must be insurable as per NU's liability insurance provider's requirements
- Successfully Completed line-apprenticeship program and certified as journeyman lineman. Refer to the Apprenticeship Lineman Criteria documentation.
- Be certified in first aid and cardiopulmonary resuscitation (CPR).

### **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Possess adequate reading ability to interpret written/printed information on maps, diagrams, and schematics, work orders, service improvement requests, and safety manuals.
- Possess adequate written language ability to complete time sheets or material sheets and to record information on maps, and forms regarding placement of equipment.
- Possess adequate mathematical ability to calculate loads and lifting capacity (ie, addition, subtraction, multiplication, and division).
- Possess adequate computer skills to enter timesheets, to make inquiries on our mapping system, create comments and data entry into outage management system, and correspond via email.
- Possess organizational, influencing, customer service, and problem solving skills.
- Possess leadership abilities and be able to work as a member of a team.
- Possess ability to supervise and motivate subordinates.
- Provide mentoring/ training to subordinates.
- Possess adequate communications skills to interact with coworkers and customers.
- Possess a working knowledge of the APPA Safety Manual, National Electric Safety Code and National Electric Code.
- Regular and reliable attendance.



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis. The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

**SIGNATURES:**

**Employee** \_\_\_\_\_ **Supervisor** \_\_\_\_\_  
**Dept. Mgr.** \_\_\_\_\_ **Dept. V.P.** \_\_\_\_\_  
**Human Resources** \_\_\_\_\_

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