



## Job Description

### Apprentice Line Worker (Year 4)

Pay Grade: 10

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** None

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Electric Superintendent

**Supervisory Responsibility:** No

**Primary Work Location:** City of Nixa

**Certification:** Valid State of Missouri driver's license as well as a CDL at the appropriate level for equipment operated. State certification for journey level electrical work to be earned within six months.

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**Job Summary:** Perform a variety of skilled, journey level electrical installation, maintenance, and repair activities on electrical high voltage overhead and underground transmission, distribution, and service lines for the City of Nixa, MO.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Learn to perform a variety of journey level line worker activities, including installing high voltage connectors, switches, lightning arrestors, street lights, poles, and transformers.
- Replace broken insulators, splice broken lines, construct, and wire substations, pull lines, and test high voltage circuits/ systems.
- Operate aerial bucket truck and other machinery and climb electric poles to reach locations necessary to perform needed installation, maintenance, or repair work.
- Set barricades, signs, and flashers as needed.
- Assist with the hook up of permanent electrical services for City's commercial and residential facilities.
- Set electric meters.
- Maintain seasonal electrical displays on City buildings and parks.
- Learn to troubleshoot energized transmission, distribution, and/or service lines to determine nature of the problem and appropriate corrective action.
- Perform manual switching and other mechanical duties to transfer load between substations to facilitate routine maintenance and emergency repair activities.
- Patrol and inspect substations, transmission/distribution lines, and related equipment locations to ensure system is functioning safely and properly.
- During the apprenticeship program, a worker is involved in studying the following; a variety of Local, State, and National electric codes; industry standards for transmission; distribution, and service line installation, construction, maintenance, and repair; and industry safety standards, guidelines, and materials related to electric theory.
- Periodic written and performance tests must be passed to progress through the program. As expertise is gained, supervision decreases, and the level of assignments increases.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.



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- Perform other tasks and duties assigned by supervisor.

#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Theory and principles of electricity.
- Practices and techniques of electric utility overhead/underground transmission, distribution, and service line installation, maintenance and repair.
- Established safety standards and industry guidelines/regulations for the tools, equipment, and materials, used in the installation, maintenance, and repair of overhead/underground transmission, distribution, and service lines and associated equipment.
- Occupational hazards and safe work practices.

#### **Skills**

- Establishing and maintaining effective working relationships with contractors, engineers, other City employees/officials, and the public.
- Determining probable causes of service outages and corrective actions necessary to restore services.
- Performing journey level installation maintenance, and repair work on high voltage overhead/underground transmission, distribution, and service lines.
- Operating a variety of tools and equipment used for the installation, maintenance, and repair of energized/de-energized overhead/underground transmission, distribution, and service lines.

#### **Abilities**

- Push and pull 100 pounds and lift 60 pounds, 3 feet above head.
- Mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility.
- Work indoors with heating and cooling regulated. May be exposed to extreme weather conditions, dust, and/or pollen.
- Must live within 30 minutes of the Public Works building, located at 1111 Kathryn St., Nixa.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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 Employee Signature

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 Date

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 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Human Resources

\_\_\_\_\_  
 Date