

JOB DESCRIPTION

Title:	Journeyman Lineman	FLSA Status:	Non-Exempt
Department:	Jefferson Utilities	Approval Date:	January 2023
Reports To:	Utility Superintendent/Utility Manager	Revision Date:	
Employee Group:	Non-Union		

POSITION SUMMARY

Under the general direction of the Electric Utility Business Manager and direct direction of the Line Superintendent, is responsible for the construction, maintenance and repair of the municipally owned electrical transmission and distribution system.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Responsible for the construction and maintenance of electrical transmission and distribution lines; installing and removing crossarms and wires; placing and replacing insulators and transformers.
2. Installs of new services.
3. Conducts in load and voltage surveys; installs new equipment when necessary.
4. Installs and maintains streetlights and streetlight systems.
5. Trims trees which may adversely affect the electrical distribution and transmission system.
6. Locates malfunctioning primary and secondary lines; replaces fuses in transformers and clears short circuits as well as performing other emergency work.
7. Locates underground facilities per requests from customers and other utilities.
8. Performs distribution substation maintenance which includes periodic (at least weekly) inspections equipment such as batteries; circuit loading; air; oil, cooling and heating subsystems; insulators; gauges; etc.
9. Assists with routine and non-routine maintenance of electric department vehicles, equipment and tools.
10. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High School diploma or equivalent with vocational training/schooling in electrical distribution or related field. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

OTHER QUALIFICATIONS

- Must pass pre-employment drug screening and random drug testing in accordance with WI Department of Transportation regulations.
- Must possess a Journeyman Lineman's card.
- Must have valid WI Commercial Driver's License and proof of insurance.

PREFERRED QUALIFICATIONS

- Experience working for a public employer.

REQUIRED JOB COMPETENCIES

- Knowledge of methods, materials, equipment, and tools used in the construction and maintenance of electrical distribution and transmission lines.
- Knowledge of electrical theory.
- Knowledge of occupational hazards and safety precautions.
- Ability to operate the equipment, tools and testing devices used in the installation, maintenance and repair of electrical distribution and transmission lines.
- Ability to work from drawings, blueprints and schematics and to follow written and verbal instructions.
- Ability to properly complete paperwork.
- Working knowledge of software applications, to include Microsoft office, outlook, etc.
- Ability to work in all climates and service areas.
- Ability to work in environment with constant distractions throughout the workday.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate detailed information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related information.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- This work requires the occasional exertion of up to 100 pounds of force; work regularly requires encountering electric hazards, heights, climbing, confined spaces, experiencing fumes/odors, working in extreme temperature conditions, sudden climate changes, slippery and wet conditions, sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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. The job description does not constitute an employment agreement 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.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date