

# Bartlett Electric Cooperative, Inc.

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## Position Description

### **Position:                      Apprentice Lineman I**

Department:                      Operations  
Reports Directly to:            Operations Foreman or Assigned Lead Journeyman Lineman,  
Directs :                            Lineman or Assigned Personnel, as directed  
FLSA Status:                    Non-Exempt

### **Position Summary:**

*This is an entry level position of Apprentice Lineman. This position enables an employee with limited experience in powerline work to gain the requisite knowledge, skills and abilities to eventually achieve the position of Lineman.*

*\*An Apprentice Lineman I may advance to Apprentice Lineman II after successful demonstration of required skill acquisition. Any advancement determination is made with the Supervisor's Evaluation of work performed, a Practical Test and an Advancement Written Test.*

***Phase I (normal duration: Three (3) months)*** – All work performed at this level will be on non-energized equipment. Works only on the ground until trained and certified for pole climbing ability. After pole climbing certification, will climb and perform basic work on non-energized poles under direct supervision of a Lineman or above. Will not operate aerial platforms from the upper controls. Lower controls on aerial platforms will be operated only after training. Incumbent will continue to gain understanding and knowledge of the Cooperative Policy Book, American Public Power Association Safety Manual, RUS Overhead and Underground Specification Books; continue to learn basic care and use of cooperative equipment, Personal Protective Equipment; continue acquiring basic knowledge of framing and installation of poles, anchors, and guys; proper right of way clearing; proper use of radio communication.

***Phase 2 (normal duration: Nine (9) months)***  
– Incumbent will continue to perform work only on non-energized equipment and climb non-energized poles under direct supervision of a Lineman or above. Will frame and install poles, anchors, and guys; string and tie in conductor; make transformer connections, meter service connections, and work with other miscellaneous line equipment; will learn use of hotline tools and grounding procedures, basic electrical theory and interpretation of staking sheets.

### **Essential Functions of Position:**

1. Principally works outdoors in all weather conditions.
2. Must possess and maintain the ability to:

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- Respond in a positive manner to supervision.
  - Work as a cooperative member of a team.
  - Interact in a professional and courteous manner with co-workers and members.
  - Successfully work within deadlines and time constraints.
3. With regard to all aspects of the position, including safety, must receive and follow all instructions given by Operations Foreman, Operations Supervisor, Manager of Operations, or designee.
  4. Observes safety rules and practices when encountering possible hazardous situations, such as falls, electric shock, automobile traffic, and falling objects, etc., and recommends to fellow workers the use and practice of the same.
  5. Assists in sizing, installing and/or retiring single phase and three phase transformers and services, self-contained meter loops, and instrument metering.
  6. Assists in troubleshooting single-phase and three-phase service complaints.
  7. Climbs non-energized poles to assist in installing, retiring, or maintaining transformers, services, and other miscellaneous equipment under direct supervision of a Lineman or above.
  8. Frames and grounds structures or equipment in accordance with RUS specifications.
  9. Communicates properly using two-way radios.
  10. Correctly operates a laptop computer and programs/systems used.
  11. Assists in the performance of all routine line work according to BEC policies and procedures, safety regulations, RUS specifications, NEC, NESC, federal, state, and local regulations and codes.
  12. Assists in investigating member-owner service complaints and takes necessary measures to correct whatever trouble exists.
  13. Makes every effort to serve all member-owners courteously, efficiently and fairly and to satisfy their complaints or inquiries, if possible. If unable to do so, refers them to the proper persons.
  14. Responsible for inspecting and maintaining all vehicles, tools and equipment in accordance with BEC policies and procedures and recommends to Operations Foreman any major mechanical repairs which may be necessary.

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15. Understands and complies with all Department of Transportation (DOT) rules and regulations, including Drug and Alcohol Testing.
16. Acquires, maintains and returns material, equipment and tools in accordance with BEC policies and procedures, as well as BEC inventory control procedures.
17. Assists in trimming, clearing, and applying herbicide in right-of-ways.
18. Utilizes correct tamping procedure, setting depths and has working knowledge of pole and anchor classifications.
19. Correctly lines up hardware when setting poles.
20. Accurately identifies material by size and class (including wire sizes) carried as truck stock.
21. Accurately identifies service limits and has the ability to use and properly store all tools and safety equipment.
22. Correctly identifies all primary and secondary single phase voltages used on the BEC system.
23. Correctly identifies RUS single phase structures (A Units).
24. Possesses a working knowledge of major roads in the BEC service area.
25. Possesses the ability to interpret readings from voltmeters, ammeters and ohmmeters.
26. Possesses the knowledge and ability to tie basic knots in rope (half hitch, square knot, timber hitch, clove hitch, Bowline, snubbing hitch, etc.).
27. Correctly trims and cuts trees and tree limbs using proper notching procedures to avoid damage to trees, public or other property.
28. Accurately and legibly completes all documentation (computerized timecards, hand-written reports, etc.) in accordance with BEC policies and procedures and submits such documentation to the proper individuals for recordkeeping purposes.
29. Operates all coop equipment in accordance with BEC policies and procedures, safety rules, manufacturer guidelines, and regulations and/or codes and seeks input from Operations Foreman when information is unclear, inadequate or requires interpretation. This includes driving forward and backing vehicles in excess of

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26,000 pounds and pulling trailers appropriate for these vehicles, as well as observing all applicable safe-driving laws.

30. Maintains proper amount of equipment, tools and incidentals on vehicles necessary for the planned job and sees that tools are maintained in good working order.
31. Loads materials, weighing up to 50 pounds without assistance and in excess of 50 pounds with assistance, for the planned job.
32. Assists in cleaning up each job site so that it is in an appropriate condition for public safety and member satisfaction.
33. Plans the work of the individual assignment, as directed, so that it can be done safely, properly, orderly, and as economically as possible.
34. Works overtime and/or on call duty after normal working hours, including evenings, late nights, weekends, and holidays, as needed. Must be able to report for duty within thirty (30) minutes of notification when on call.

## **Equipment Used:**

Organizational vehicles, two-way radios, digger trucks, aerial platforms (bucket trucks), chainsaws, forklifts, front-end loaders, hammers, channel locks, high-leverage wire cutters, tamps, shovels, pliers, screwdrivers, fall arrest systems, and any other electric construction or maintenance-related equipment.

## **Other Important Duties:**

1. Maintains good working relations with co-workers, BEC members and the general public.
2. Represents BEC by attending schools/seminars/meetings for improvement of job knowledge and skills, when requested.
3. Continually explores new ideas to enhance job performance, efficiency, productivity, and work relations. Communicates the ideas to the Operations Foreman.
4. Performs other duties as may be assigned by Operations Foreman, Operations Supervisor, Manager of Operations, or designee.

## **Experience, Training, Knowledge, Skills, and Abilities:**

- Must obtain and maintain professional knowledge of all issues relating to electrical linework.

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- Must obtain and maintain knowledge of Cooperative's policies related to duties of the position.
- Participates in BEC Safety Meetings.
- Must successfully perform annual Pole Top and Bucket Truck Rescue Demonstrations.
- Must maintain knowledge of CPR, AED and First Aid in order to use it, when necessary.
- Ability to travel intra/inter-state, as necessary, for training purposes, meetings, or to provide assistance to other electric cooperatives, as required.
- Must pass a Department of Transportation or general physical as required.
- Must pass required and random OSHA/DOT drug tests.
- Ability to move about and within an office building and on various terrain.
- Ability to lift and/or move equipment and tools weighing up to 50 pounds without assistance and in excess of 50 pounds with assistance.
- Ability to frequently stand and/or walk, either on the ground, while working on a pole wearing climbing gear, and/or in a bucket, and sit for extended periods of time.
- Ability to perform manual and detailed hand work using both hands, sometimes repetitively, climb and balance, squat, stoop, crouch or kneel, push, and pull.
- Ability to bend at neck, waist, legs, and arms, reach above shoulder-level, twist body, and change positions at will.
- Ability to speak and hear clearly to communicate over loud background noise.
- Vision ability that meets the minimum requirements to acquire and maintain a Texas CDL Driver's license, with or without corrective lenses.
- Ability to communicate effectively and efficiently, both orally and in writing, with a diverse group of people and personalities. Requires a high degree of interpersonal skills.
- Ability to be tactful and get along with diverse groups of people and personalities. Capable of conveying a positive and professional image.

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- Ability to prioritize and manage multiple tasks, even simultaneously, as well as coordinate projects with other employees working to consistently meet deadlines and budgets.
  - Ability to listen to and read instructions and other paperwork.
  - Ability to use judgment and reasoning skills to perform the Essential Functions of the Position.

## **Education, Degrees, Certificates, and/or License Requirements:**

- High School Diploma or equivalent.
- Valid minimum Texas Commercial Class B Driver's License (CDL) and an acceptable driving history. CDL must be maintained and this includes maintaining DOT physical with satisfactory results.
- Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
- American Red Cross or equivalent Certificate of Standard First Aid, CPR and AED utilization.
- Certificate of Pole Climbing Training or Certification of Pole Climbing Experience within 90 days of employment with BEC.
- Certification of Pole Top Rescue and Bucket Truck Rescue Training within 90 days of employment with BEC.
- Documented completion of Forklift Training within 90 days of employment with BEC.

This Position Description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional position-related responsibilities other than those stated in this description.

BEC reserves the right to revise or change the position responsibilities as the need arises. This Position Description does not constitute a written or implied contract of employment. The time frames mentioned for successful accomplishment of training phases are for illustrative purposes only and should not be construed as an implied contract of employment for any amount of time.

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## **Acknowledgments:**

I acknowledge that I have been given a copy of this Position Description detailing the requirements of my job, have reviewed it, understand it, and have had an opportunity to ask any questions I may have. I also certify by my signature below that I am able to perform the Essential Functions listed in this Position Description either with or without an accommodation.

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I understand that it is my responsibility to discuss any request for an accommodation with my Supervisor and/or BEC's Manager of Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that this Position Description is an accurate depiction of the responsibilities assigned to the position.

\_\_\_\_\_  
Operations Foreman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operations Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Operations

\_\_\_\_\_  
Date

I have reviewed and approve the delegation of responsibilities outlined herein within the context of BEC organizational structure.

\_\_\_\_\_  
General Manager's Signature

\_\_\_\_\_  
Date