

Apprentice Lineman (Levels 1-4)

Department: Operations	FLSA Status: Non-Exempt	
Reports to: Chief Operations Officer	Location: Varies	
NRECA NCS classification: 55-6455 (1), 55-6456 (2), 55-6457 (3), 55-6458 (4)	Create Date: 4/29/2025	Revision Date:
BASIC FUNCTION:		
The Apprentice Lineman is responsible for assisting in the construction, maintenance and repair of electrical distribution lines, structures and equipment within the scope of the position's specific training and certification level. The Apprentice actively engages in the apprentice program to acquire Journeyman Lineman skills.		
EDUCATION AND EXPERIENCE:		
High school diploma or general education degree (GED).		
Additional Requirements per Training Level: <u>Level 1:</u> Must have completed the first 6 months of the Apprentice Lineman Training Program (Groundworker) or received equivalent credit from prior relevant training and/or work history. <u>Level 2:</u> Must have completed the first 12 months of the Apprentice Lineman Training Program (Groundworker and Apprentice Lineman Level 1) or received equivalent credit from prior relevant training and/or work history. <u>Level 3:</u> Must have completed the first 24 months of the Apprentice Lineman Training Program (Groundworker and Apprentice Lineman Levels 1-2) or received equivalent credit from prior relevant training and/or work history. <u>Level 4:</u> Must have completed the first 36 months of the Apprentice Lineman Training Program (Groundworker and Apprentice Lineman Levels 1-3) or received equivalent credit from prior relevant training and/or work history.		
KNOWLEDGE, SKILLS AND ABILITIES:		
Effective Communication: Ability to communicate clearly and professionally in both oral and written form with Cooperative employees, contractors, and members. Interpersonal and Teamwork Skills: Demonstrates the ability to establish and maintain productive working relationships with coworkers and the public. Equipment Operation Proficiency: Able to acquire proficiency in safely operating tools and equipment such as chain saws, brush chippers, and aerial basket trucks necessary for daily responsibilities. Pole Climbing & Aerial Work: Physically able to climb poles and perform tasks in aerial buckets under various field conditions. Including changing out of arms, transformers, conductors, etc... Map and Work Order Interpretation: Capable of accurately reading and understanding maps, service orders, and job instructions. Reliability and Independence: Dependable and self-motivated, with the ability to work independently and manage responsibilities without constant supervision. English Language Proficiency: required due to the need to read technical manuals, safety documentation, and to communicate with the majority of team members and members. Bilingual English / Spanish preferred to effectively serve our diverse membership. Attendance and Punctuality: Maintains consistent and reliable attendance and demonstrates punctuality in accordance with organizational expectations.		
ESSENTIAL DUTIES/RESPONSIBILITIES:		
Support for Line Construction and Maintenance: Assists in the construction and maintenance of overhead and underground electrical distribution lines. Duties include hauling and framing poles, digging holes, setting poles, operating trenchers, backhoes, and digger trucks, and preparing materials for installation. Material Handling and Vehicle Stocking: Load and unload materials and equipment; ensures trucks are properly stocked with necessary supplies for routine work and emergency repairs. System Monitoring and Hazard Reporting: Identifies and promptly reports hazardous system conditions such as downed power lines or low-hanging energized conductors.		

- **Equipment and Vehicle Operation:** Operates and maintains Cooperative vehicles and equipment safely and efficiently. Utilizes radio communications equipment to coordinate with crews and supervisors.
- **Worksite Cleanliness and Safety Compliance:** Practices good housekeeping habits at job sites and Cooperative properties. Observes all safety rules and procedures, including those outlined by NESC, OSHA, DOT, EPA, and other applicable regulations.
- **Documentation and Reporting:** Accurately completes required paperwork, including daily vehicle and equipment inspections and timekeeping records.
- **Power Line Maintenance and Troubleshooting:** Responds to power outages and customer service issues, troubleshoots electrical problems, and retires or replaces outdated power lines as needed.
- **Training and Policy Adherence:** Actively participates in required training sessions and safety meetings. Follows all Cooperative policies, procedures, and bulletins to ensure safe and compliant work practices.

Physical Fitness and Job Readiness: Must possess the physical fitness necessary to perform manual labor, lift heavy equipment, and work in demanding outdoor environments. Must be able to maintain a level of health and body weight that supports safe performance of essential duties.

SPECIAL REQUIREMENTS:

- Must hold a valid State of Texas Commercial Driver's License.
- Must reside within 30 minutes of Cooperative office.
- Must be available for on-call rotation.
- Must be available for planned and emergency overtime as required. May be called into work at any time.

OTHER FACTORS:

The Apprentice position adheres to all HOTECH's Line Technician Apprentice specifications. See Standards of Apprenticeship.

WORKING CONDITIONS AND MENTAL or PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee is frequently required to stoop; kneel; crouch; crawl; climb or balance. The employee must frequently lift and/or move up to 100 pounds for a minimum of 20 feet. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demands

(Scale: Rarely = Less than 5%, Occasionally = 5% - 25%, Frequently = More than 25%)

1. Heavy lifting or moving of materials: Ability to lift a minimum of 25 pounds, and maximum of 100 pounds. Frequently
2. Operates Office Machines: PC's, copy, and fax machines. Rarely
3. Standing: Up and down all day. Frequently
4. Walking: Frequently
5. Awkward Position (stooping, bending etc.): Frequently
6. Climbing Maximum: Frequently
7. Eye-hand Coordination: Close vision, ability to adjust. Frequently
8. Location: Indoor 10% of time, Outdoor 90% of time

Work Conditions

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; moving mechanical parts; high, precarious places; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes and/or airborne particles. The noise level in the work environment is usually moderate.

Job Description Acknowledgement

This job description is not all-inclusive. Other reasonable duties may be assigned as needed, so long as they are within the scope of the role. Job duties and responsibilities may change based on the Cooperative's needs. This document is not a contract of employment.

All roles are expected to support and reflect the Cooperative's mission and vision statement in the performance of their duties.

I have received and read the job description. I understand the responsibilities listed and agree to perform them to the best of my ability under all conditions described.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____