

**City of Sallisaw  
Job Description**

**Job Title:** APPRENTICE LINEMAN

---

**Exempt (Y/N):** Yes  
**Date:** June 2018

**Department:** Electric  
**Reports To:** Electric Superintendent

---

**SUMMARY**

Entry-level electric lineman position responsible for assisting in constructing, operating, maintaining and repairing the City's electric utility system, including distribution lines and substations. All work performed by the incumbent is under immediate supervision of Superintendent, Crew Leader or other Journeyman Lineman. Incumbent performs all work while observing strict safety rules, policies and procedures. Classification of Apprentice Lineman is a minimum 48 month program. Depending upon years of experience and knowledge learned, incumbent may be classified as Apprentice Lineman I, II, III or IV.

\*This Position subject to random drug and/or alcohol testing

1. Apprentice Lineman I: Entry level classification. Items learned include, but are not limited to, proper use of safety equipment, pole climbing, basic knowledge of materials, basic line construction and repair, basic knowledge of test and locating equipment.  
\*Must have 2000 hours on the job work experience to be able to test to move to next step (Apprentice II).
2. Apprentice Lineman II: Classification requires a minimum of 12 months' experience as an Apprentice Lineman I and proficient knowledge of entry level job tasks. As an Apprentice II, incumbent will learn basic truck and equipment operations, proper use of hot sticks, establishing service connections and working on dead and live lines while using proper safety equipment. Will begin learning how to work at high elevations using climbing tools, platforms, ladders or other aerial methods.  
\* Must have 4000 hours on the job work experience to be able to test to move to next step (Apprentice III).
3. Apprentice Lineman III: Classification requires a minimum of 24 months' experience as an Apprentice Lineman and proficient knowledge of tasks required of Apprentice I and II. As an Apprentice III, incumbent will begin learning advance line building and maintenance techniques while utilizing proper safety equipment. Will learn proper fusing techniques and begin to gain knowledge of transformers, proper sizing of transformers and proper installation of transformers. Will continue learning how to work at high elevations using climbing tools, platforms, ladders or other aerial methods.  
\* Must have 6000 hours on the job work experience to be able to test to move to next step (Apprentice IV).

4. **Apprentice Lineman IV: Classification requires a minimum of 36 months' experience as an Apprentice Lineman and proficient knowledge of tasks required of Apprentice I, II and III. As an Apprentice Lineman IV, incumbent will perform all types of maintenance of lines of all voltages while under direct supervision of Superintendent, crew leader or other qualified Journeyman Lineman. During time as an Apprentice IV, incumbent must show:**
- a. An understanding of line building and line maintenance techniques, including installation and replacement of transformers, capacitors and other line equipment. Must show ability to perform building, maintenance, installation and replacement of these items.
  - b. An understanding of proper use of all safety equipment and when equipment.
  - c. An understanding of transformers, capacitors and other voltage regulating equipment and their purposes. Must show ability to perform basic math calculations related to line work.
  - d. Must possess the ability to work at high elevations using climbing tools, platforms, ladders or other aerial methods.
  - e. Must show ability to work with and communicate with all crewmembers during normal and emergency working conditions.
  - f. Must be dependable due to nature of the position. Possess ability and skill to use electric line tools and equipment. Possess ability to identify problems requiring immediate attention.
  - g. Ability to perform line work under direct supervision, but with little questioning or additional training.

\* Must have 8000 hours on the job work experience to be able to test to move to next step (Journeyman).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Builds, operates and maintains electrical line distribution equipment.
2. Installs transformers and operates substations.
3. Installs and repairs secondary feeders and service drop to electric customers.
4. Operates heavy and light equipment necessary to complete tasks.
5. Responds to service calls and makes repairs as needed.
6. Performs emergency and overtime work as necessary.
7. Must have ability to work and communicate with other crewmembers during normal daily tasks and during times of outages or emergencies.
8. Works standby duty as required.
9. Subject to call in dependent upon situation involving outages.
10. Installs and repairs streetlights and yard lights
11. Trims trees away from power lines.

12. Ensures trucks are stocked to make installations and repairs.
13. Maintains airport lights, and storm sirens.
14. Locate underground electric lines.
15. Installs, repairs, splices and troubleshoots underground and overhead lines and transformers.
16. Installs poles, cross arms, guy wires, and other supports.
17. Depending on classification, installs and maintains transformers, capacitors, insulators, lightning arrestor, switches, and circuit breakers.
18. Works near hot lines using appropriate equipment.
19. Depending on classification, have general or advanced knowledge of safety equipment, materials, tools, and equipment used in power construction.
20. Must be able to climb poles with heavy tools.
21. To gain additional training as an Apprentice Lineman, if assigned at a future date, may be required to complete an accredited Apprentice Lineman program.
22. Appear for scheduled work with regular, reliable and punctual attendance.
23. Performs other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Twelve (12) to eighteen (18) months related experience and/or training preferred, but not required; or equivalent combination of education and related job experience.

### **LANGUAGE SKILLS**

Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must have the ability to write reports, business correspondence, and procedure manuals. Ability to effectively respond to questions from customers and/or the general public.

### **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with immediate associates only and occasional routine contacts with persons outside the organization. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

### **MATHEMATICAL SKILLS**

Must have knowledge of different voltages. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Knowledge of City electric system and mapping system.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Oklahoma driver’s license; Class A CDL, or be able to obtain within the first six months of employment. Must have a driving record suitable to the City’s insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

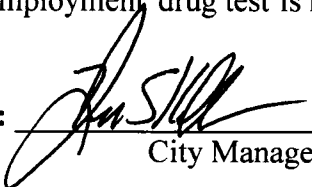
While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to smell, sit, stand, walk, use hands and fingers to handle, feel and reach; climb and balance, stoop, kneel, crouch and crawl. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here 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.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions; extreme heat, cold, wet or humid condition. Incumbent works in high precarious places, near moving mechanical parts and is at risk of electrical shock. The incumbent could be exposed to fumes, airborne particles and toxic or caustic chemicals. The noise level in this work environment is usually loud.

\*\* A pre-employment drug test is required.

Approved:  \_\_\_\_\_  
City Manager

Date: 7/13/2023

Modified: 02/25/2005; 11/04/2014; 06/04/2018;  
09/15/2021: 07/13/2023