

**POSITION TITLE:** APPRENTICE LINEMAN  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** ELECTRIC

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Electric Line Supervisor

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

None

**DIRECT:** 0

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for assisting "Journeyman Linemen" with constructing, maintaining, troubleshooting, and repairing all parts of the City's electrical system while obtaining on-the-job training.

**JOB RESPONSIBILITIES**

Assists "Journeyman Linemen" with installing overhead and underground electric lines

Operates selected equipment

Coordinates material requirements with the storeroom

Delivers material to job sites

Assists "Journeyman Linemen" in outage situations

Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, use hands to finger, handle or feel, reach with hands and arms and lift up to 50 pounds. Work also requires walking, talking/hearing, climbing/balancing and stooping, kneeling, crouching or crawling.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Ability to operate equipment such as bucket trucks, line trucks, trenchers, back hoes, underground locators, boring machines and various power and hand tools</p> <p>Ability to climb poles and withstand extreme weather conditions</p> <p>Knowledge of traffic laws for motorized vehicles</p> <p>Knowledge of electrical theory</p> <p>Must maintain a valid Commercial Driver's License (Class A) and have the ability to drive</p> <p>Ability to advance through a 4-year apprenticeship program, as defined by the Bowling Green Electric Division</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram</p>	<p>or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to develop original, unusual, successful approaches</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed outdoors, in all weather conditions, in awkward or cramped positions with moderate contact with the City's citizens and the general public. The incumbent works at heights and around electrical hazards.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>High school diploma or equivalent; Commercial Class A Driver's License; completion of approved apprenticeship within 4-years; 6 months to 1 year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.