

JOB DESCRIPTION CITY OF SPOONER

JOB TITLE: JOURNEYMAN LINEMAN

REVISED DATE: AUGUST 21, 2024

REPORTS TO: LEAD LINEMAN

DEPARTMENT: UTILITY

GENERAL RESPONSIBILITIES

This is skilled work in the construction, maintenance, and repair of the electric, water and sewer systems; including both overhead and underground lines. The position is not represented.

Employees frequently work with high voltage lines and under unfavorable weather conditions, requiring skill and care to protect the lives of employees and the general public. Work assignments are received from the electric department supervisor/lead lineman in the form of written or oral instructions; work is reviewed while in progress or upon completion for quality of work and results obtained.

ESSENTIAL FUNCTIONS

- Perform work in accordance with all safety rules and established work methods.
- Follow all accounting procedures to track materials, supplies and equipment. Prepare all forms, records and written correspondence necessary to complete project file information.
- Follow all construction standards, policies and work methods.
- Conduct load and voltage surveys; install necessary equipment; prepare and analyze recorded data.
- Install new customer services including meter and metering equipment.
- Construct and maintain street light equipment.
- Locate trouble in primary and secondary lines and take corrective action to remedy problem.
- Perform tree trimming and obtain customer's permission prior to work. Perform all overhead line construction and maintenance:
- Frame and set poles; install anchors and guys; string and properly tension conductors; install and connect transformers, transformer banks, and switches; install secondary conductors and services; trim trees; other overhead line construction and maintenance as required.
- Perform all types of underground electrical construction and maintenance:
- Installation of primary and secondary cable; installation of pad mounted transformers, primary switching pedestals and secondary pedestals; connection of electrical underground services, and all other underground construction and maintenance as required.
- Perform live line construction and maintenance and other work on all types of line structures:
- This includes working at the utility standard primary distribution voltages of 7,200/12,470 volts.
- Perform switching on the overhead systems, underground systems, and substations.
- Install and maintain electrical metering systems:
- Carry work cell phone when directed to by a supervisor
- On Call Requirement and Compensation starting January 1, 2025
- Reside within 20 minutes of utility shop

Other work includes:

WATER SYSTEM OPERATION AND MAINTENANCE

- Treat raw water by chemical addition, read water maps, test water, flush hydrants, tap water mains, run water laterals, construct watermain, make plumbing connections, fill out required DNR forms, operate and maintain main and lateral valves, maintain fire hydrants, keep records on valves, hydrants laterals and mains, operate and maintain wells and towers.
- Training will be provided to acquire Department of Natural Resources (DNR) certification to become certified operator.

SEWER SYSTEM OPERATION AND MAINTENANCE

- Operate and maintain the wastewater treatment plant and lift stations, fill out forms for filing with DNR, sample raw and treated wastewater for laboratory testing.
- Training will be provided to acquire Department of Natural Resources (DNR) certification to become certified operator.

METER READER AND TESTER

- Follow meter route, read meters properly, record meter readings clearly and legibly so billing department can read them, cooperate with customers, look for any necessary repairs to the electric or water meters and or services. Properly test meters, complete history cards, discern meter accuracy, wire and setup proper meter connection with diagram, file and record necessary information regarding testing of meters
- Perform all other duties as assigned by department supervisors.
- Inspect contractor installations as requested by supervisor.
- Work harmoniously with contractors who may be assisting the Utility in its efforts.
- Operate automotive and power equipment in a safe and efficient manner.
- Make minor repairs to automotive and power equipment when necessary; complete maintenance history records required to keep equipment in good working condition.
- Participate in Safety Meetings.
- Perform related work as required.
- Communicate with office staff

JOB SPECIFICATIONS

Required Education: Graduation from a standard high school with technical school training in electrical distribution construction and maintenance techniques. Experience in electrical distribution system construction, maintenance and repair. Certification as a Journeyman Lineman

Required Experience: Combination of training and work experience necessary to meet the requirements of the Journeyman Lineman classification.

Special Knowledge: Comprehensive knowledge of the methods and procedures in the construction and maintenance of the electric distribution system, water and sewer system. Be able to perform these tasks in a safe and efficient manner.

Special Skills: Thorough knowledge of the methods, materials, equipment, and tools used in the construction and maintenance activities of an electric, water and sewer system.

Be willing to attend training sessions and/or to study outside of work hours to advance job knowledge and skills. Be diplomatic, cooperative, and be able to work well with employees, supervisors and the public.

Operate line and other trucks, loader/backhoes, trenchers and other types of tools and equipment typically used in the construction and maintenance of the electric, water and sewer system.

Physical requirements: Essential functions of the job include: Ability to climb poles and work at substantial heights without the use of an aerial lift. Occasional lifting and/or carrying of 50 to 100 lbs., performing long periods of heavy manual work, and frequent lifting and/or carrying of up to 50 lbs. Use of fingers and both hands and legs or be compensated by the use of acceptable prosthesis. Ability to frequently reach above shoulders, crawl, kneel, and repeatedly bend.

Requires good coordination and sense of smell, clear vision in both eyes, with depth perception, field of vision, ability to distinguish basic colors, and to distinguish shades of color (glasses acceptable). Able to hear conversational voice up to 15 feet away in at least one ear (aid permitted).

Job duties are generally performed outside, with exposure to all types of weather conditions. Conditions could range from excessive heat (above 95 degrees F.) to extreme cold and dampness. May also be exposed to excessive noise, fumes, smoke, gasses, and solvents.

Job duties involve working around slippery, uneven, wet, or muddy surfaces. May be required to work around machinery with moving parts, or in confined spaces for sustained periods of time. Required to work aloft from poles, towers, aerial lifts, scaffolding, ladders, buildings, or other structures for sustained periods of time.

Required to work alone or as a crewmember dependent upon job assignments, working conditions and safety rules.

Workweek usually consists of five eight-hour days. Must be available for occasional overtime and call-outs for system troubles.

On-Call Week: Monday to Monday, 15 hours per week of regular pay, six hours of regular pay for any holiday recognized in Employee Handbook.

Required to work with chemically treated wood materials and with various types of solvents, cleaners, and chemicals.

Required to wear and use personal protective equipment including Flame-Retardant clothing, HV rubber gloves and sleeves, fall protection equipment and other protective devices. May be required to wear a respirator at times.

Must comply with all regulations dealing with Commercial Drivers License certification including, random drug and alcohol testing.

Occasional travel is required for training purposes or to work in other Utilities' service territories.

Be a self-starter and innovative individual capable of performing assigned duties without close supervision.

Be safety conscious.

Have good working knowledge of electrical theory and electrical power distribution systems.

Maintain CPR and First Aid certification.

Must be TEAM oriented and able to establish and maintain effective working relationships with superiors, other employees, and the public.

This position is subject to a 180-day probationary period.

Additional information regarding electric system:

- Two substations
- 500 transformers
- 1,600 electric customers
- 1,100 electric poles, 17 miles of overhead lines
- 70 underground cabinets, 14 miles of underground lines

Additional information regarding water and sewer systems:

- Three water towers
- 1,350 water customers
- 270 fire hydrants
- 26 miles of sewer main
- Aerated lagoon treatment plant
- 13 lift stations

Work Hours:

- Regular: 7:00 a.m. to 3:00 p.m.
- Summer (May – September):
 - 6:00 a.m. to 3:00 p.m. Monday to Thursday
 - 6:00 a.m. to 10:00 a.m. Friday