**CITY OF WEST LIBERTY, IOWA**

**Apprentice Line Mechanic**

**Date:**  DRAFT 09/07/2021

**Classification:** Non**-**Exempt **Department:** Electric

**Job Description:**

**Summary/Objective**

Under direction, performs responsible technical fieldwork involving the construction, maintenance, and related customer services of the electric distribution systems

**Distinguishing Characteristics:**

The Apprentice Line Mechanic reports to the Electric Superintendent.

**Essential Functions:**

* Performs construction and maintenance of overhead and underground electric distribution systems.
* Sets poles, lays cable, and installs wire, installs, and repairs transformers and installs primary and secondary conductors.
* Troubleshoots faulty circuits and transformers.
* Trims trees as required to provide proper clearance for overhead conductors and locates underground conductors.
* Ability to use electrical test equipment including but not limited to phase meters, amp meters, recorder, and locate equipment.
* Ability to read and interpret utility maps and drawings.
* Patrols power lines to identify potential trouble areas.
* Operates a high lift bucket truck, digger derrick, trencher, dump truck, skid loader, back hoe, mini excavator and vac machine.
* Maintains surveillance of electric system, identifying abnormal conditions and taking appropriate corrective actions.
* Available for 24-hour emergency on-call rotation.
* Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
* Assist Generation Operator with running and maintenance of generators

**qualifications (position requirements at entry):**

* High voltage electrical training or experience. Additional consideration may be given to those who have completed a DOL Line Mechanic Program.
* Ability to obtain a Class A with air brake endorsement commercial driver’s license issued by the State of Iowa within 6 months of hire.
* Required to complete IAMU’s Apprenticeship Program.
* Gain knowledge of the practices, methods, and equipment used in the construction, maintenance and installation of electric utility transmission and distribution systems.
* Understanding of basic electrical theory including working voltages of 120V to 480V Secondary and 7200 Primary.
* Math abilities to support reporting, metering and calculations of amps, volts, watts, and other electrical formulas.
* Ability to gain knowledge of OSHA, ANSI, NEMA, IEEE standards, and City and State codes.

**Skills and Abilities (position requirements at entry):**

* Ability to solve practical problems utilizing a variety of variables with limited standardization.
* Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
* Establishes and maintains effective working relationships with city personnel and the public while exercising integrity, confidentiality, and trustworthiness.
* Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.
* Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
* Ability to gain knowledge of the practices, methods, and equipment used in the construction, maintenance and installation of electric utility transmission and distribution systems.
* Ability to work in a safe and efficient manner around energized lines and equipment.
* Ability and dexterity to use tools and equipment of electric line work in a safe and efficient manner around energized lines and equipment.
* Ability to climb poles and towers to perform all phases of electric transmission and distribution construction and maintenance work.
* Ability to climb in and out of trenches and to lift up to 100 pounds.
* Ability and dexterity to work in confined places.

**Training and Experience requirements:**

Education: Graduation from High School or equivalent G.E.D.

Experience: Two years of experience with high voltage training or experience.

Training: Department of Labor Certified Line Apprenticeship Training Program.

**Licensing Requirements:**

Shall possess a valid Iowa Class B Commercial driver’s license (CDL) with air brakes endorsements within 6 months of hire.

**Essential Physical Abilities:**

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific visions abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, electrical hazards, chemical hazards, fire hazards, explosion hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure, and irregular work hours.

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Position Type and Expected Hours of Work:**

This is a full-time position, and hours of work and days are Monday through Friday 7:00 a.m. to 3:30 p.m. Must be available for off-hour emergencies, to attend evening meetings and other events and weekend work may be required as job duties demand.

**DISCLAIMER:**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees.  An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time.  Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered “at-will”.

**signatures:**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_