

DUCK RIVER ELECTRIC MEMBERSHIP CORPORATION
Shelbyville, Tennessee

Position Description

Apprentice Lineman and
Journeyman Lineman

I. OBJECTIVES AND RESPONSIBILITIES

The positions of Apprentice Lineman and Journeyman Lineman were created to help achieve the purpose for which the Cooperative was organized, that is,

To make electric energy available to all members at the lowest cost consistent with sound economy and good management by providing for specific operational duties and responsibilities to be delegated to competent, well-trained persons whose knowledge of and ability in these positions will contribute to the attainment of the basic aim of the Cooperative.

These positions form a regular progression of training and experience, each step being accumulative of all previous steps. All activities related to these positions relate to one specific objective:

The provision of the specialized technical and physical skills necessary for the construction, operations and maintenance of a reliable electric system for the benefit of the member-consumers.

Supervision of the apprentice is defined herein as Direct Supervision– within 10’ of the employee providing supervision, Close Supervision – within the same immediate vicinity and within sight of the employee providing supervision, and Under Supervision – operating under the direction of the employee providing supervision.

A. Probationary Period as Apprentice Groundman

1. The first six (6) months of employment will be a probationary period, during which time the apprentice must have successfully completed the *TVPPA Pre-Apprentice Assessment Workshop* or equivalent, *completed TVPPA Work Zone Traffic Control Study Module*, obtained a valid Tennessee Class “A” or “B” Commercial Driver’s License (CDL) and must be in compliance with the Cooperatives Residency Requirement Policy For On-Call Personnel. Failure to comply with any of these requirements by the end of the six (6) month probationary period will result in termination of employment.

2. Through closely supervised, hands-on experience, he/she familiarizes with the operation of all types of construction vehicles including hydraulic digger/derrick trucks, aerial bucket trucks (such as pre-flight check), air compressors, hydraulic tools, pole trailers and trenching equipment.
3. Learns standard materials and vehicle equipment carried and storage locations common to all vehicles used throughout the system.
4. Becomes familiar with mobile radio equipment usage, call signs and procedures.
5. Begins to familiarize himself/herself with the nomenclature of RUS/DREMC specifications.
6. The apprentice shall observe and follow all safety rules, study the safety manual issued and attend regularly scheduled Job Training and Safety programs.

The duties and responsibilities for each position follow:

B. Apprentice Lineman I

This position is the beginning of active training in line work with a focus upon line construction. Selection for a person entering this position shall be based upon meeting appropriate educational and physical abilities deemed requisite for the job by the District Operations Supervisor and the District Manager. Employees who have demonstrated interest and ability after having worked in subordinate positions, such as laborer and groundman, and are considered qualified shall be given first consideration for advancement to this position. Duties and responsibilities for this position shall include the following:

1. Acquires a working knowledge of the duties and responsibilities of a groundman and learns to climb and work effectively on de-energized poles with body tools.
2. Operates vehicles and hydraulic equipment/tools assigned to crew under supervision.
3. Studies the nomenclature of all standard RUS/DREMC specifications and assemblies and progressively learns the hardware and associated materials required for makeup of both overhead and underground unit specifications.
4. Fabricates pole assemblies both on the ground and on the pole and hangs guy-wire, transformers, security lights and other equipment on de-energized poles.
5. Ties-in conductors on de-energized poles, lays underground cable, and makes connections of meter loops/bases, single phase transformers, grounds, cable terminals and other equipment.

6. Installs and removes standard, single phase meters, learns to accurately read meters and becomes familiar with associated service cut-in/out procedures.
7. Makes splices in underground cables and overhead bare and covered conductors/cables on de-energized lines.
8. Clears trouble on the distribution system by re-fusing cutout switches and operates sectionalizing equipment such as oil circuit reclosers/breakers under close supervision.
9. Trims trees and clears right-of-way as needed.
10. Performs other duties or work requested and/or assigned.

Safety Practices and Training – The Apprentice shall observe and follow all safety rules, study the safety manual issued, and attend regularly scheduled Job Training and Safety programs. Training shall include first-aid instruction/practice, instruction/practice in the use of hot line tools, protective grounds, rubber line hoses and other cover-up equipment, vehicle safety, proper material handling (manual and mechanical) and other safety practices. Rubber gloves under work gloves shall be worn while working on poles from the ground up (this requirement is for energized poles, however, the Apprentice should practice climbing with rubber gloves on de-energized poles). Hard hats will be worn at all times on the job site. Line switching procedures for changing line feeds or energizing/de-energizing lines shall be carefully developed, instructed and understood by all line crew personnel responsible for implementing such switching unless directly supervised and working in a role judged commensurate with his experience and knowledge. The Apprentice must have successfully completed the *TVPPA Lineman Apprenticeship Program: Units I, II, and TVPPA Fundamentals Lab 1* or equivalent, must provide documentation to the Foreman that he/she has successfully climbed 150 poles during the year, and must demonstrate the ability to perform pole top and bucket rescue.

Records, Reports and Related Information – The Apprentice shall begin learning to read work order drawings, staking sheets and determine types of construction and needed materials. The Apprentice should learn to read the various kinds of meters used by the Cooperative to measure volts, amps, kW/kVA/kWh, and should learn to record data read on Cooperative standard forms, make cut-in/out records and other related paperwork.

Supervision, Training Period and Progression – The Apprentice Lineman I is under the immediate supervision of the Working Foreman of the crew assigned. The Foreman is responsible for the Apprentice's training activities. The Apprentice shall remain in the Apprentice Lineman I classification for a period of twelve (12) months, normally. At the end of the twelve month period, a decision will be made by the Working Foreman, the District Operations Supervisor and the District Manager as to whether the Apprentice's progress merits recommendation for advancement to the next training step of Apprentice Lineman II.

If the Apprentice cannot be advanced, and there are indications that further training as an Apprentice Lineman I will lead to advancement, the District Operations Supervisor and District Manager may elect to continue training in that position for an agreed upon additional period, at the end of which time a final determination must be made.

If the Apprentice cannot be advanced, he/she may be given an opportunity to fill another position for which he/she is judged equally as well qualified as other available personnel or applicants, provided such a vacancy exists within the Cooperative's approved organization. Transfer to such a position shall be at the training or beginning rate of pay established for the new assignment, unless the Apprentice's qualifications and experience qualify him/her for consideration at the regular rate of pay. If the Apprentice cannot be advanced in the line apprenticeship program, and no vacancy exists for which the Apprentice is qualified, his/her employment will be terminated.

C. Apprentice Lineman II

Having demonstrated the abilities to work effectively on the job assignments of the previous step, the Apprentice Lineman II receives progressively more challenging assignments toward achieving the skills and knowledge necessary for a Journeyman Lineman including performing energized work on connections up to 240 nominal volts. He/She shall be expected to continue to perform and become proficient in Groundman and Apprentice Lineman I duties as required and shall acquire additional responsibilities including the following:

1. Works on energized primary poles to make secondary connections up to 240 nominal volts, including grounding connections, under direct supervision of the Foreman, Journeyman Lineman, or Senior Lineman who is positioned (no more than 10 feet away) in order to advise, aid and assist.
2. Learns how to read and use a conductor sag chart from initial/final sagging tables and how to properly sag conductors.
3. Develops elementary knowledge of sectionalizing equipment such as oil circuit reclosers/breakers, oil/dry type sectionalizers, substation breakers, regulating devices, control devices, capacitors and other related equipment.
4. Installs or assists with installation of security lights, street lighting, school flasher equipment and traffic signals together with related controls and other equipment; learns how to replace lamps and perform routine maintenance on controls.
5. Observes and becomes familiar with DREMC switching procedures and interruption records
6. Operates vehicles, hydraulic equipment/tools and other special equipment.

7. Helps with training of Groundmen and Apprentice Lineman I personnel.
8. Studies electrical theory of equipment, transformer connections and develops increasing technical proficiency.
9. Learns various operating and maintenance accounts and how to handle material charge-outs for construction work orders as well as material credit procedures for returning retired materials salvaged or excess new material originally charged out.
10. Performs such other duties as may be directed or assigned.

Safety Practices and Training – The Apprentice Lineman II shall continue to observe and follow all safety rules, study the safety manual and attend regularly scheduled Job Training and Safety programs. Training shall include all aspects of the Apprentice Lineman I practices and techniques except on a more knowledgeable participation level. Techniques of working on energized lines and between visible grounds will be stressed, he/she should develop an understanding of the power flow throughout the system, directions in which line sections can be fed and substations supplying the power. The Apprentice Lineman II must have successfully completed the *TVPPA Lineman Apprenticeship Program: Units III, IV, and TVPPA Construction Lab 2* or equivalent, must provide documentation ~~from~~ to the Foreman that he/she has successfully climbed 100 poles during the year and must demonstrate the ability to perform pole top and bucket rescue.

Records, Reports and Related Information – In addition to gaining additional skill in understanding and using information and DREMC records, he/she should develop a working ability with staking sheets, drawings, work order material charge-outs and other data requiring knowledge of standard RUS/DREMC specifications.

Supervision, Training Period, and Progression – The Apprentice Lineman II is under the immediate supervision of the Working Foreman of the crew to which he/she is assigned for both work and training activities. He/She shall remain in this classification for a period of twelve (12) months. At the end of that time, a decision will be made by the Working Foreman, the District Operations Supervisor and the District Manager as to whether his/her progress merits recommendation for advancement to the next training step, which is Apprentice Lineman III.

If the Apprentice cannot be advanced, and there are indications that further training as an Apprentice Lineman II will lead to advancement, the District Operations Supervisor and District Manager may elect to continue his/her training in that position for an agreed upon additional period, at the end of which time a final determination must be made. If the Apprentice cannot then be advanced, the Apprentice may be given an opportunity to fill another position for which he/she is judged equally as well qualified as other available personnel or applicants, provided such a vacancy exists within the Cooperative's approved organization. Transfer to such a position shall be at the training or beginning rate of pay established for the new assignment, unless the Apprentice's qualifications and

experience qualify him/her for consideration at the regular rate of pay. If the Apprentice cannot be advanced in the apprenticeship program, and no vacancy exists for which he/she is qualified, his/her employment will be terminated.

D. Apprentice Lineman III

As well as being a step in a training progression, this position is one of increasing responsibility for the construction and maintenance of the Cooperative's distribution system. The Apprentice Lineman III performs work on both secondary and primary voltage energized lines. He/She has developed the skill to use most of the equipment utilized by a lineman and to further qualify him/her for increasing duties and responsibilities including the following:

1. Installing and/or changing out transformers and other equipment on energized lines when work is outside minimum approach distance of primary energized lines.
2. Maintaining energized line components such as changing insulators, cross arms and poles with use of hot sticks and related equipment under direct supervision of the Foreman , Journeyman Lineman, or Senior Lineman who is positioned no more than 10 feet away in order to advise, aid and assist. Upon a 6 month satisfactory performance evaluation, the Apprentice Lineman III may continue this work under close supervision.
3. Clearing trouble on the distribution system disconnect/gang-type air break switches, underground elbow connections/terminators and other system devices used for line sectionalizing under supervision.
4. Developing knowledge of multi-phase transformer bank connections and pole framing procedures, and the basic principles of voltage regulation and metering.
6. Increasing knowledge of RUS/DREMC specifications on both single and three phase units/drawings, and learning all basic NEC/NESC clearance requirements for constructing overhead lines over roadways, driveways, highways and lands, as well as space requirements between foreign lines on joint-use and non-joint-use poles.
7. Increasing overall knowledge of system maps, switch number locations, substations and relating this knowledge to actual circuit sectionalizing points in the field.
8. Performing other duties or work requested or assigned.

Safety Practices and Training – The Apprentice Lineman III shall continue to observe, practice and instruct lower Apprentice grades in all safety rules, the safety manual, first-aid, and shall attend regularly scheduled Job Training and Safety programs. He/She shall gain continued skill in the use of on-the-job-safety practices, understand the purposes for the use of all protective equipment and demonstrate the ability to use such equipment properly. The Apprentice Lineman III must have successfully completed the *TVPPA Lineman Apprenticeship Program: Operations Lab 3 and Underground Lab 4* or equivalent, must provide documentation to the Foreman that he/she has successfully climbed 50 poles during the year and must demonstrate the ability to perform pole top and bucket rescue.

Records, Reports and Related Information – The Apprentice Lineman III shall become thoroughly familiar with the most important provisions of all RUS/DREMC specifications and applicable NEC/NESC provisions. He/She should be able to read work order staking sheets, check out and load necessary materials for constructing same. Knowledge of the Cooperative rules/regulations, service related policies/guidelines, basic rate structures and classifications of service should be acquired.

Supervision, Training Period, and Progression – The Apprentice Lineman III is under the immediate supervision of the Working Foreman of the crew to which he/she is assigned for both work and training activities. The Apprentice Lineman III shall remain in this classification for a period of twelve (12) months. At the end of that time, a decision will be made by the Working Foreman, the District Operations Supervisor, and the District Manager as to whether his/her progress merits recommendation for advancement to the next training step, which is Apprentice IV.

If the Apprentice cannot be advanced, and there are indications that further training as an Apprentice III will lead to advancement, the District Operations Supervisor and District Manager may elect to continue his/her training in that position for an agreed upon additional period, at the end of which time a final determination must be made.

If the Apprentice Lineman III cannot then be advanced, he/she may be given an opportunity to fill another position for which he/she is judged equally as well qualified as other available personnel or applicants, provided such a vacancy exists within the Cooperative's approved organization. Transfer to such a position shall be at the training or beginning rate of pay established for the new assignment, unless his/her qualifications and experience qualify him/her for consideration at the regular rate of pay. If the Apprentice cannot be advanced in the line apprenticeship program, and no vacancy exists for which he/she is qualified, his/her employment will be terminated.

E. Apprentice Lineman IV

This position is the final step in the training process to develop a Journeyman Lineman. During the time spent in this position, a lineman should complete the development of the skills and knowledge to be able to perform all types of distribution line work. The Apprentice Lineman IV will be expected to perform work regularly on

energized primary and secondary lines and assumes greater responsibilities for completed pole work without supervision. Increasing duties and responsibilities include:

1. Constructing single phase tap lines, lift-pole service extensions and other initial service facilities without direct supervision when requested.
2. Metering single phase, instrument transformer and/or self contained meter locations and acquiring knowledge of three phase instrument transformer metering.
3. Understanding operational functions of sectionalizing equipment including automatic reclosing devices and sequences utilized on equipment.
4. Testing line sections for fault locations, patrolling lines and isolating/repairing trouble causes without direct field supervision when capable.
5. Performing substation switching and maintenance under supervision when required.
6. Performing other duties and work requested or assigned.

Safety Practices and Training – The Apprentice Lineman IV shall continue to observe, practice and instruct lower Apprentice grades in all safety rules, the safety manual, first-aid, and shall attend regularly scheduled Job Training and Safety programs. By his/her own work practices, he/she should set an example of safe practices for other Apprentice Lineman.

The Apprentice Line IV should develop knowledge of electrical/mechanical diagrams, including wiring schematics, as well as understanding functions and operational limitations of equipment utilized on the system, seeking instruction as needed. The Apprentice Lineman IV must have successfully completed the *TVPPA Lineman Apprenticeship Program: Troubleshooting Lab 5 and the TVPPA Lineworker Apprenticeship Final Exam*, or equivalent, must provide documentation to the Foreman that he/she has successfully climbed 50 poles during the year, and must demonstrate the ability to perform pole top and bucket rescue.

Records, Reports and Related Information – He/She should be familiar with all reports, records, operating and maintenance accounts normally used, time sheets, work order material handling/completion records and related information. In addition, he/she should understand and be aware of basic construction/maintenance costs and be able to explain such costs to members.

Supervision, Training Period and Progression – The Apprentice Lineman IV is under the immediate supervision of the Working Foreman of the crew to which he/she is assigned for both work and training activities. The Apprentice Lineman IV shall remain in this

classification for a period of twelve (12) months. At the end of that time, a decision will be made by the Working Foreman, the District Operations Supervisor and the District Manager as to whether his/her progress merits recommendation for advancement to the next training step, which is Journeyman Lineman.

If the Apprentice Lineman IV cannot be advanced, and there are indications that further training as an Apprentice Lineman IV will lead to advancement, the District Operations Supervisor and District Manager may elect to continue his/her training in that position for an agreed upon additional time, at the end of which time a final determination must be made.

If the Apprentice Lineman IV cannot then be advanced, he/she may be given an opportunity to fill another position for which he/she is judged equally as well qualified as other available personnel or applicants, provided such a vacancy exists within the Cooperative's approved organization. Transfer to such a position shall be at the training or beginning rate of pay established for the new assignment, unless the Apprentice's qualifications and experience qualify him/her for consideration at the regular rate of pay. If he cannot be advanced in the line apprenticeship program, and no vacancy exists for which he/she is qualified, his/her employment will be terminated.

F. Journeyman Lineman

This position is the culmination of an extended training period planned to develop a competent craftsman who can provide the needed service for the construction, operation and maintenance of the Cooperative's electrical system. The Journeyman Lineman is qualified to perform all aspects of line work without supervision. His/Her judgment and knowledge in the operation of the system and the handling of work and personnel (when assigned) shall be developed to the extent all work can be performed efficiently and safely. He/She shall have a reasonable knowledge and experience in human relations with the general public and the Cooperative's consumer-members. In addition to the work responsibilities of previous subordinate grades now handled without supervision, he/she shall have increasing responsibilities including the following:

1. Constructing all required specifications safely and in a professional manner without supervision.
2. Assuming major duties when called upon, such as directing line crews during trouble calls and/or in the absence of the Foreman, always exercising sound, trained judgment and calling for assistance if and when needed.
3. Working on energized lines with hot-line tools or with aerial bucket truck.
4. Performing switching assignments on the distribution system or in substations (as supervised or without supervision when qualified and issued a substation key).

5. Investigating and correcting equipment and/or control malfunctions, or making temporary by-pass adjustments until proper repair/replacement can be scheduled.
6. Keeping constantly aware of system feeds and alerts other personnel of changes in line feed direction, location of open points, installed grounds, joint-use hazards and other conditions necessary for safely working lines.
7. Completing material records, time sheets and other forms of paperwork related to work orders, transformers, oil circuit breakers/reclosers, meters, vehicle reports, and other equipment/facilities as required.
8. Training and/or assisting with the training of Apprentice Linemen, Groundmen or others assigned.
9. Operating and assuming responsibility for handling/caring for all construction equipment assigned and reporting maintenance needs/problems when detected, especially where a safety hazard may exist or could develop.
10. Filling in for the foreman, serviceman and meter reader when needed.
11. Staking minor service extensions, replacing missing pole/anchor-guy stakes, and making necessary field revisions to work orders when required and when deemed in the Cooperative's best interest; documenting any changes on the work order copy or providing a field sketch showing staking revisions, pole assembly/hardware changes and other related information.
12. Performing other duties or work requested or assigned.

Safety Practices and Training – The Journeyman Lineman shall participate in and attend Job Training and Safety Programs and shall continue to observe, practice and instruct lower grades/classifications in all safety rules, the safety manual, and first-aid techniques. The Journeyman Lineman shall promote safe working habits and encourage the use of protective equipment. A Journeyman Lineman should know maximum/minimum voltage regulation limits from the substation source through to the member's point of delivery. He/She should understand all types of voltage and current indicating/recording meters and equipment and be able to properly judge service quality and report problems or potential problems for corrective action. The Journeyman Lineman must demonstrate the ability to perform pole top and bucket rescue.

II. RELATIONSHIPS

The reporting and supervision relationship of these various positions have been defined above. The Coordinative Relationships are as follows:

A. Internal

1. Assigned construction crew – Working with and learning from the crew members of their assigned crew, regardless of classification. Taking the initiative to speak up for all matters of safety regardless of the classification of employees affected.
2. Other Employees – Cooperating with and maintaining pleasant working relationships and to improve morale; to exchange ideas, information and job experiences that will benefit the organization and insure the continued progress of the Cooperative.

B. External

2. Members- Explaining the Cooperative's plans, procedures, service programs and objectives as necessary; to provide efficient and courteous service, resulting in good member relations.
3. General Public – Maintaining friendly, cooperative relationships with the general public in performance of these responsibilities and seeking every opportunity to develop understanding and acceptance of the Cooperative's plans, programs and objectives.

III. AUTHORITIES AND ACCOUNTABILITIES

The Apprentice Lineman and Journeyman Lineman shall have full authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures and shall have full accountability for programs and activities within the scope of this position.

The Apprentice Lineman and Journeyman Lineman are accountable to the Working Foreman or Construction Foreman for the efficient performance of these responsibilities and are encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interests can be affected by his/her actions. Suggestions for improvement of operations and efficiency are encouraged.

The Apprentice Lineman and Journeyman Lineman shall secure approval of the Working Foreman or Construction Foreman in making decisions when policies are not clear, adequate or require interpretation.

IV. POSITION SPECIFICATIONS

PHYSICAL:

Must possess coordination or manual dexterity and visual acuity, as well as the ability to constantly listen and communicate orally, stand and walk; frequently sit, bend, stoop, squat; lift and carry 75-100 pounds; push and/or pull, reach above shoulder level, and twist; climbs poles, balances, kneels and crouches.

The physical requirements for this position include, but are not limited to the following:

- A. To maintain proper safety while performing line construction work; coordination is required while performing work from pole in hooks or in the aerial bucket. Coordination is also required when driving the line truck or bucket truck to and from the job and in normal operations of winch truck or other line construction vehicle.
- B. Constantly uses manual dexterity in electrical construction and/or maintenance to move materials, to manipulate work materials both bare handed and working in electrically tested rubber gloves, to draw work orders, and to complete necessary paperwork to comply with RUS and DREMC specifications.
- C. Constantly listens, communicates orally and uses visual acuity to locate possible hazards while performing duties of position.
- D. Constantly stands and walks, whether on the ground, while working off the pole in hooks, and/or in the bucket to perform construction and/or line maintenance.
- E. Frequently sits in a truck to drive and/or ride to various line construction sites. The average number of miles and the amount of time driving/riding would vary depending on the services construction to be performed each day.
- F. Frequently bends, stoops, walks and squats to construct or perform maintenance on electric facilities and to read or change meters.
- G. Frequently lifts and carries between 75-100 pounds, which may consist of wire coil, miscellaneous pole framing equipment, and other line construction or service items. Occasionally transformers must be lifted; however, they are usually lifted by line trucks and placed into position. Occasionally boxes of meters and individual meters for installation and/or removal from meter bases will be lifted.
- H. Frequently lifts, carries and operates a chainsaw to clear a right-of-way.
- I. Frequently pushes and/or pulls wires while working on the pole.

- J. Frequently climbs poles, reaches above, at, and below shoulder level to perform maintenance of line services and/or line construction.
- K. Frequently twists while performing maintenance of line services and/or line construction.
- L. Frequently kneels and crouches in certain underground installations and during pole framing on the ground.
- M. Frequently climbs and balances on a ladder.
- N. Frequently bends, stoops, lifts and carries dirt when shoveling.

MENTAL:

- A. Position works primarily with concrete (factual) information which must be processed with accuracy and may require communicating such information to others under moderately tense conditions.
- B. Employee is often expected to complete tasks under strong time pressures with relatively short notices.
- C. Task of position often requires intense concentration for long periods of time.
- D. Employee often experiences intense pressure in dealing with irate customer-members.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and management as required.

DREMC reserves the right to revise or change the job description as the need arises. This job description does not constitute a written or implied contract of employment.