



JOB DESCRIPTION

Title:	Apprentice I	Reports to:	Operations Manager (role)
Status:	Non-exempt (Outside Contract)	Revision #:	1.02
Replaces:	1st Year Apprentice Lineman	Effective Date	10/01/24

This job description replaces the previous job description titled 1st Year Apprentice Lineman, latest revision dated 2/4/21. All duties and accountabilities outlined therein are hereby incorporated by reference.

SUMMARY:

The term Apprentice I is applied to employees engaged in the first year of an approximately four (4) year training program to become a Journeyman Lineman and eventually, an Advanced Line Technician. This program will consist of on-the-job training, classroom training, and book work. The Apprentice will be required to learn and perform the work of Ground Technician while they are being trained to learn the job procedures and technical skills of a Journeyman Lineman. The Apprentice will be given one (1) or two (2) days per month of Power School book work training (or equivalent). This training will be given by the Working (or Line) Superintendent or their designee. Brand new Apprentices, with no previous training or experience, will be required to participate in approximately six (6) weeks of training (combination of field and classroom) each year. Apprentices will also be required to complete approximately four (4) to six (6) weeks of training each subsequent year of their apprenticeship. Apprentices will engage in on-the-job training throughout their entire apprenticeship. Apprentices with prior training or experience will be evaluated by the Working (or Line) Superintendent and Operations Manager(role) and placed accordingly per their evaluation.

The Apprentice I will be required to take On-Call Trainee duty as the third member of an On-Call Crew for approximately their first six (6) months. The On-Call Trainee is the third member of a normal 2-Man On-Call Crew for training and familiarization purposes. The Apprentice I will not be responsible for pole-top or bucket rescue duties but may assist in restoring an outage. The Operations Manager(role), in consultation with the Line Superintendent, will determine at what time the Apprentice I will transition to part of a 2 Man On-Call Crew. The Apprentice I will need to demonstrate proficiency in pole-top and bucket rescue, hazard recognition, and climbing to become part of a Qualified Crew. The Apprentice I will not be considered to make a 2-man qualified crew, after hours or during normal hours, until they are assigned to normal On-Call duty. On-Call duty will continue throughout their career at the Cooperative as a member of the line crew. An Apprentice I may be called in after hours or for storm work anytime but may not be used to make a Qualified Crew until they are assigned normal On-Call duty.

An Apprentice I will be under the direct supervision of a Journeyman Lineman or higher (or Apprentice IV during daylight hours) at all times. An Apprentice I may only work on energized poles/lines if the task is listed in the Duties section of this job description, and the directing crew member concludes that the Apprentice has demonstrated competence in the tasks and procedures at hand. As part of a Qualified Crew, an Apprentice may come across a task/duty not listed below. At that time the directing crew member must discuss the situation with the Apprentice and determine if the crew can complete the task or will need extra help.



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Every employee of the Cooperative has a responsibility to contribute to the culture of Safety. Their first concern in the execution of their duties must always be the Safety of themselves, co-workers, members, and the public.

DUTIES AND ACCOUNTABILITIES:

1. Safe work practices and attitudes are the key to every successful job. Must learn to actively participate in all Safety briefings, meetings, and trainings.
2. Learn RUS Overhead and Underground Line Construction Specifications.
3. Learn Work Order use and material sheets.
4. Participate in warehouse activities and inventory.
5. Use, care, and maintenance of personal protective equipment (PPE).
6. Use, care, and maintenance of tools and equipment.
7. Use of Voltmeters, Multimeters, and High Voltage testers.
8. Single phase meter checks and setting.
9. Hazard Recognition.
10. Line patrol/Inspection.
11. Use and maintenance of chainsaws and extendable saws.
12. Learn the safe set up and operation of bucket trucks.
13. Learn the safe set up and operation of digger derricks.
14. Learn how, why, and when to apply personal protective grounds.
15. Single phase 120/240V transformer connections and installations.
16. Install secondaries de-energized.
17. As a Ground Technician: assist in setting single phase poles in an energized setting (plumbing and tamping) approximately months 1-6. Assist in setting two and three phase poles in an energized setting approximately months 7-12.
18. Learn to use digger derricks in a de-energized setting and while loading poles.
19. On de-energized poles: string, sag, and dead-end conductor.
20. On energized poles: may work from a bucket or climb to a maximum belted off height of no higher than the system neutral. Subject to this maximum working height restriction and to all DCEC Safety Rules, work on an energized pole may include any of the following:
 - testing for voltage
 - applying personal protective grounds
 - apply hard cover
 - install single phase transformer/triplex/loop services
 - de-energize and energize taps with a shotgun or switch stick
 - frame, hang, and sag new tap neutrals
21. Bucket and Pole Top Rescue Training.



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22. Follows safe work practices in accordance with the Cooperative's Safety Manual. Must be willing and able to speak up and ask for more information, instruction, or time to complete the assigned task. Must be willing to speak up when an unsafe act is seen.
23. Become familiar with the Cooperative's Safety Manual, policies, procedures, and personal protective equipment.
24. Follow company and department policy and accurately perform detailed procedures.
25. Perform all duties as assigned which can be reasonably performed.
26. Must be courteous and promote the best interest of the Cooperative among the members, and public.
27. Maintain strict confidentiality of all member information and records.

REQUIREMENTS:

1. **Knowledge and Skills:** Must have good communication skills, both oral and written. Must possess basic computer skills. Must demonstrate tact, integrity, and common sense. Must have general knowledge of safety rules, Cooperative's practices, and general understanding of safety principles. Knowledge of basic electricity and mechanical systems is desired.
2. **Experience:** Some experience in the Electric Utility field, working or being around heavy equipment is desired.
3. **Education:** Must have a minimum of a high school diploma. Higher education is desired.
4. **Physical Characteristics:** Must be physically fit, possess average mental and manual dexterity, and be able to lift/carry up to 100 pounds. Must have vision correctable to 20/20 in both eyes. Must be able to withstand exposure to adverse elements and extreme temperatures. Must be able to climb into and out of Utility equipment. Must be able to walk over varying terrain. Must be willing to work in the dark. Must be willing to work long hours. Must be able to climb utility poles.
5. **Certifications/Licensing:**
 - Must possess or be capable of obtaining a Class A CDL without restrictions within 18 months. (Timeframe and restrictions may be adjusted at the discretion of the Operations Manager based on the Cooperative's needs and/or age restrictions).
 - Must possess or be able to obtain a Digger Derrick Operator Crane Certification. (Timeframe will be set at the discretion of the Operations Manager based on the Cooperative's needs).

Additional Information:

On-Call: All Apprentices, Journeyman Lineman, Advanced Line Technicians and Working (or Line) Superintendents employed by the Cooperative are required to take On-Call duties throughout their careers as members of the line crew. This On-Call schedule will be published Annually by



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the Working (or Line) Superintendent and Operations Manager(role) and is subject to change by the Cooperative as needed.

NON-EXEMPT STATUS:

This position is subject to the "Outside" Collective Bargaining Agreement with IBEW Local 10 and to the overtime requirements of the Fair Labor Standards Act, as amended, and therefore may perform any and all line craft work related to the position.