

## City of Shelby, Ohio

### JOB DESCRIPTION

**Job Title:** Lineman Helper

**Department:** Electric Distribution, Generation, and Telecommunications

**Division:** Distribution

**Reports To:** Superintendent, Distribution Crew Chief

**Employment Status:** Full-Time

**Normal Working Hrs:** M-F 0700-1500

**FLSA Status:** Non-exempt

**Classification Status:** Classified

**Adopted Date:** 3/1/2019

**POSITION SUMMARY** Learns the skills and trades of a first year apprentice lineman. Operates bucket trucks and digger derricks, digs holes, installs and removes poles, loads and hauls poles, installs anchors and guys; hangs transformers. Regular and predictable attendance.

#### **ESSENTIAL FUNCTIONS OF THE POSITION**

**25%** - Provides ground support for lineman as directed for the installation, maintenance, and repairs of power lines, helps clean up brush, cuts right of way, assists lineman in the air.

**20%** - Assist all lineman with ground support in the diversified construction work, maintenance of poles, power lines, auxiliary facilities, and equipment for the transmission and distribution of electricity. Responsible for expensive tools, equipment, and materials. Provides ground support for lineman in substation operations and maintenance.

**20%** - Supplies all tools, devices, vehicles, mechanical aids, material, and equipment common to line craft operations. Must possess pole climbing skills and the ability to utilize them in the completion of projects and safety related tasks. Is knowledgeable regarding safety rules and equipment usage.

**20%** - Learns transformer connections, how to frame poles, how to operate a bucket truck and digger derricks, and learn all basic functions and skills of a first year apprentice lineman. Observes and learns all safety rules. Performs tree trimming around electric lines and telecommunication lines.

**5%** - Reads meters. Takes and successfully completes the lineman merchant first year training course.

**10%** - When assigned, shall assist the Division of Generation and Telecommunications with the operation, construction, repair, maintenance, and inspections of the work to be performed. Performs underground utility locates for OUPS notices.

**NON-ESSENTIAL FUNCTIONS OF THE POSITION** This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES** This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

**CERTIFICATES, LICENSES, REGISTRATIONS**

To perform this job successfully, an individual must possess the knowledge, skills, and ability to perform the essential duties and responsibilities satisfactorily and/or have one year experience in a similar or related industry or equivalent training and experience being constant.

Must successfully pass the test, skills, craftwork, and requirements to be a qualified first year lineman apprentice (Lineman C) within one year of being in the Lineman Helper position.

Possession of a valid State of Ohio motor vehicle operator's license and a Class B Commercial Drivers License with air break endorsement. If employee does not possess a CDL, the employee must obtain CDL with air brake endorsement within one hundred eighty (180) days after hire date. Retention of such certificates and licenses are a condition of continued employment.

**EDUCATION and/or EXPERIENCE** License, or Certificate, or Degree in related field(s) or one year related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

**LANGUAGE SKILLS** Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

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Lineman Helper Date

**APPROVED:**

*Steven A. Schag* *3-1-19*

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Mayor Date