

**POSITION TITLE: Lineman I**

**DEPARTMENT: Electric**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: 3**

**REPORTS TO: Electric Superintendent & Assistant Superintendent**

## **VILLAGE OF MONTPELIER**

### **QUALIFICATIONS**

Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below.

An example of acceptable qualifications:

High School Diploma, general education degree (GED) or equivalent; Completion of approved apprenticeship within 4-years as defined by the Village of Montpelier; 1 year of relevant experience or combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

Must possess a valid Ohio driver's license with CDL A or B; Successful completion of a lineman apprenticeship program within 4 years as defined by the Village of Montpelier

### **ESSENTIAL FUNCTIONS OF THE POSITION** (For purposes of 42 USC 12101)

- Assists Journeyman Lineman with installing overhead and underground electric lines
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.
- Ability to deal with a variety of concrete variables in situations where significant standardization exists.
- Ability to set goals and develop strategies and schedules for meeting them.
- Ability to analyze and resolve situations and problems
- Ability to handle multiple priorities and projects
- Ability to anticipate and identify problems, recognizing symptoms and causes and develop alternative solutions and strategies for goal completion
- Ability to adequately allocate resources to meet objectives
- Ability to use techniques of effective time management
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to develop original, unusual, successful approaches
- Ability to demonstrate attention to and convey understanding of the comments or questions of others

Date Adopted: October 23, 2017

Date Revised: December 18, 2023

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## **VILLAGE OF MONTPELIER**

- Ability to speak effectively one-on-one
- Ability to let people know decisions, changes and other relevant information in a timely fashion.
- Ability to deal courteously and diplomatically with the general public
- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to perform standard business arithmetic, including percentage and decimals
- Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES**

Operates selected equipment

Assists Journeyman Lineman in outage situations

Coordinates material requirements with the store room

Delivers materials to job sites

Performs custodial duties

Compiles substation reports

OUPS – Line locations

Performs general labor duties

Work is performed both indoors and outdoors and is subject to pressure from deadlines

Ability to climb poles and withstand extreme weather conditions often in awkward and cramped positions

Has exposure to potentially vicious animals, life threatening situations, exposure to fire, weather conditions that are too hot, too cold, wet, humid, and windy; hazardous driving conditions, shaking objects or surfaces and second-hand smoke.

Job requires employee to stand, use hands to finger, handle or feel, reach with hands and arms, lift up to 50 pounds, walking, talking, hearing climbing, balancing, stooping, kneeling crouching and/or crawling.

Performs other related duties and responsibilities required or assigned

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# VILLAGE OF MONTPELIER

## MINIMUM ACCEPTABLE CHARACTERISTICS \*indicates developed after employment

**Knowledge of:** Village policies and procedures\*; Village Employee Handbook\*; National Electrical Standards; English grammar and spelling; electric theory; safety rules, operations and maintenance instructions and procedure manuals; technical procedures and government regulations; traffic laws for motorized vehicles.

**Skill in:** Microsoft applications; Quick books, entering requisitions/purchase orders; invoicing; operating equipment such as bucket trucks, line trucks, trenchers, backhoes, underground locators, various power and hand tools, identifying problems, recognizing symptoms, causes and alternative solutions, and standard office equipment.

**Ability to:** interpret policies, procedures, and regulations; interpret documents such as safety rules, operations, maintenance instructions, procedure manuals, professional periodicals and journals, carry out detailed but basic written or oral instructions; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; exercise independent judgment and discretion; prepare routine correspondence; compile and prepare accurate records and reports; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; operate computer, copier, calculator, fax machine, motor vehicle, and telephone; work safely; exhibit and maintain satisfactory work ethics and public relations; work with minimal supervision; cooperate with co-workers on group projects.

## EQUIPMENT OPERATED

Motor vehicle, computer and standard office equipment, bucket truck, line truck, trencher, backhoes, underground locators, forklift, and various power and hand tools, personal protective equipment

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approving Authority

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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