

Job Description: APPRENTICE I – 1ST 6 MONTHS

PAY GROUP: Non-Classified

EEOC CATEGORY: Skilled Craft

FLSA: Nonexempt

SUMMARY OF POSITION:

Responsible for performing a lesser degree of diversified work than an Apprentice I (Second 6-Months). Constructs and repairs distribution lines of all classes and on structures and equipment used in the distribution of electricity under supervision. At no time will this position be allowed to work on energized conductors.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Crew Leader.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental employees, other City Departments, other utility companies, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Keeps up with all pertinent paper work pertaining to the Apprentice Program;

Learns to operate equipment and performs ground work necessary for the construction, retirement, and maintenance of both underground and overhead electric lines;

Learns to operate all vehicles associated with electric line work such as a bucket truck, digger truck, pole truck, backhoe, trencher and other large trucks;

Assists and learns the installation, construction and maintenance of the City of Seguin's underground and overhead high-voltage and low-voltage electric distribution systems which includes: cable installation, terminations, testing, and maintenance; installing conduit and wires; terminating URD; setting and connecting pad mount transformers; digging hole for setting and framing of poles;

Assists and learns the proper methods for sagging and stringing of wire; hanging single phase and three phase transformer banks; installing and maintaining metering, traffic signal and street lighting equipment and learns to climb poles and towers with hooks and belt;

Will perform 2nd on call duties after first 6-months of Apprentice Program as required;

Assists and learns the maintenance of electrical facilities and performs preventive maintenance and switching;

Attends in-house and out of house electric education and training sessions;

Assists in maintaining vehicles and equipment;

Observes City policies, safety rules and procedures; and

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of: learns the electric system operations and system circuits.

Working knowledge of: learns construction practices, tools, and materials used in the electrical field and techniques and safety practices involved in the installation and maintenance of electric distribution systems.

Knowledge of: learns to read maps, interpret map logic, and understand electric diagrams; learns the proper methods for electric, hydraulic, and mechanical fundamentals; electronics; and complex mathematical applications.

Demonstrated physical ability to: perform CPR; lift and maneuver up to 110 lbs. (ie. coils of wire, capacitors, poles and transformers); bend, kneel, shovel; operate post hole digger; perform strenuous work outdoors in varying, possibly severe, weather conditions (rain and lightning); and will be expected to learn to climb poles, complete a pole climbing class and also work at heights up to 60' and higher.

Ability to: under supervision may have to respond to emergency situations on a rotating call; operate all vehicles in the department; repeat messages and wording without loss of meaning (involves having a clear concise radio voice and good hearing and language comprehension); learn City of Seguin policies and practices; identify and choose among several alternative solutions for situations that change occasionally; maintain a positive attitude; interpret and apply established rules, regulations, and requirements; maintain extensive records; communicate effectively, both orally and in writing; work with citizens in a pleasant and courteous manner; be constantly alert to and aware of the hazards involved; know and apply safety practices and principles in reporting and preventing accidents; maintain Texas driver's license (applicable to job responsibilities); good driving record, and must be able to lawfully report for emergency duty from residence within 30 minutes.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. August 25

Demonstrated mental ability to: work under prolonged periods of stress due to the hazards of electricity; and tolerate working at heights and in confined places for prolonged periods of time.

Other: may handle toxic and/or hazardous materials or work in areas where such materials may be stored.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent.

CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class A (commercial) driver's license with air brakes. CPR Certification.

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