

## **Job Title: Distribution Underground Line Apprentice 3**

### **Job Description**

This position supports the operations process in providing and maintaining service to new and existing customers by maintaining a working knowledge of computer systems, tools, equipment, and material necessary to install, maintain and repair the vault and manhole underground distribution system. The position should be familiar with the day-to-day operations and specifications of the vault and manhole distribution system. This position may not be required to be on-call on a routine basis and also be available to work all hours as needed, day or night, weekends or holidays, to perform work required during planned outages or emergency situations. The position must perform all duties in a safe manner and adhere to all Company safety rules and procedures. Technicians in this job description generally do not perform work on the overhead distribution system and are limited to the vault and manhole electric system.

### **Job Duties**

Under general directive supervision in the field or shop, on a day or fixed shift schedule, performs and/or directs others in the electrical construction, maintenance or repair work on underground cables and equipment when energized. Performs such work on underground cables and equipment when energized not to exceed 600 volts to ground and perform maintenance on 200 amp underground cables for 12 months. ~~and any energized underground cables and equipment for the next 12 months.~~ Operates all types of backhoes, loaders, trenchers and other similar equipment; Performs such duties as:

- Develops work tasks, job scopes, and pre-job briefings.
- Makes more complicated splice joints on 200 amp underground cables.
- Installing, replacing and repairing distribution transformers, potheads, junction boxes, oil switches associated metal structures and similar or associated equipment.
- Contacting personnel from other departments, public authorities, other utilities, contractors, and customers or their agents in connections with underground construction assignments.
- Write and execute simple switching procedures for the primary network system.
- Installing, replacing and repairing network transformers, network protectors, signal alarm devices and similar or associated equipment.
- Locating faults and clearing trouble on underground cable and signal circuits.
- Installing and removing meters, service wiring and equipment as required.
- Operating all types of backhoes, loaders, trenchers, plows and associated equipment; driving a truck when required.
- Maintaining equipment in good operating condition by making minor repairs, applying "good housekeeping" practices, lubricating and checking all fluid levels and reporting any need for major repairs or adjustments.

- Preparing and maintaining records of work performed, materials and equipment installed and removed from service, and allocation of labor hours to standard work operations.
- Conducting the cleanup and disposal of toxic and nontoxic hazardous materials in accordance with Company and governmental guidelines; using appropriate personal protective equipment.
- Performing any of the duties of Distribution Underground Line Apprentice 2.
- Instructing lower class employees in their work and on standard practices and procedures as assigned.
- Assuming responsibility for energizing single phase services to customer and for installation and proper operating.
- Performing other similar or less skilled work as assigned.

### **Basic Qualifications**

- High school diploma or general education degree (GED), or equivalent combination of directly related education and/or experience.
- Possess a Class A CDL
- Minimum 3 years of Distribution underground maintenance or construction experience or equivalent job-related and educational experience
- Successfully passed Distribution Underground Line Apprentice 2 training.
- Must have at least twelve (12) months experience as a Distribution Underground Line Apprentice 2 or the equivalent and recommendation for promotion from supervision.
- Must have at least 18 months' experience in either network systems, vaults, etc. Working knowledge of the construction, maintenance practices, and specifications for the more complex features of high voltage cable system.
- Must be capable of directing the work of assistants, as required.
- Must pass the examination of entrance into the position of Distribution Underground Line Apprentice 3 including questions or problems on the following:
  - Working knowledge of the construction, maintenance practices and specifications for medium voltage cable systems.
  - Working knowledge of the construction, maintenance practices and specifications for a.c. network and distribution transformer installations.
  - Working knowledge of the construction, maintenance practices, and specifications of traffic signal and signal alarm system.
  - General knowledge of the operating principles of medium voltage underground circuits.
  - Demonstration of the necessary skill in building up the required amounts of insulation and making metallic wipes on less complex types of cable joints.
  - Understanding of the Traffic Safety Code, and a working knowledge of the equipment and highway locations.
- Sufficient knowledge of the equipment and auxiliaries for operating in an efficient and safe manner.
- Must have sufficient mechanical ability and show aptitude for making minor adjustments, repairs, and maintenance on equipment operated to maintain efficient operations.
- Must show good judgment concerning clearances from overhead wires and obstructions and underground cables, gas, water and other lines.

- Must have a good general knowledge of construction practices of contractors and other utilities.
- Must have the necessary tact and ability to deal with employees, contractors and customers.
- Must be capable of conducting the work of a crew for which he/she is responsible in a manner that will properly safeguard the public, all employees, and the property of both the Company and the customer.

### **Specific Requirements**

- DOT Certification
- DOT Physical
- Respirator Clearance
- This position contains a weight restriction of 275 pounds as an essential function of the job. The purpose of this restriction is to ensure that all weight rated equipment is used in an appropriate and safe manner within maximum allowed weight loading.
- Work schedule requires working various shifts as business needs arise
- Position has on-call responsibilities as scheduled and generally available at others times as needed, demonstrate the ability to work independently, and to work all hours as needed, day or night, weekends or holidays, and in all weather conditions to perform work required during planned and emergency outages
- Requires ability to travel and stay overnight to various locations and work extended hours to assist in major storm restoration
- Must reside within 30 road miles of assigned Operations Center. Relocation is at the expense of the applicant.

### **Work Environment**

- Shift Work, Overtime, Weekend Work, 24/7 Operations
- Frequent travel
- Work environment ranges from indoors to outside in varying degrees of heat and cold weather conditions
- Emergency situations may require working at night and in inclement weather
- Subject to confined spaces, (manholes, vaults, etc.)
- Subject to periodic call-out duty and subject to second and third shift schedules

## **Job Title: Distribution Underground Line Apprentice 4**

### **Job Description**

This position supports the operations process in providing and maintaining service to new and existing customers by maintaining a working knowledge of computer systems, tools, equipment, and material necessary to install, maintain and repair the vault and manhole underground distribution system. The position should be familiar with the day-to-day operations and specifications of the vault and manhole distribution system. This position may not be required to be on-call on a routine basis and also be available to work all hours as needed, day or night, weekends or holidays, to perform work required during planned outages or emergency situations. The position must perform all duties in a safe manner and adhere to all Company safety rules and procedures. Technicians in this job description generally do not perform work on the overhead distribution system and are limited to the vault and manhole electric system.

### **Job Duties**

Under general directive supervision in the field or shop, on a day or fixed shift schedule, performs and/or directs others in the electrical construction, maintenance or repair work on underground cables and equipment when energized. Performs such work on underground cables and equipment when energized not to exceed 600 volts to ground and perform maintenance on 200 and 600 amp underground cables for 2-1/2 years. Operates all types of backhoes, loaders, trenchers and other similar equipment; Performs such duties as:

- Develops work tasks, job scopes, and pre-job briefings.
- Makes more complicated splice joints on 600 amp and below underground cables.
- Installing, replacing and repairing distribution transformers, potheads, junction boxes, oil switches associated metal structures and similar or associated equipment.
- Contacting personnel from other departments, public authorities, other utilities, contractors, and customers or their agents in connections with underground construction assignments.
- Write and execute complicated switching procedures for the primary network system.
- Installing, replacing and repairing network transformers, network protectors, signal alarm devices and similar or associated equipment.
- Locating faults and clearing trouble on underground cable and signal circuits.
- Installing and removing meters, service wiring and equipment as required.
- Operating all types of backhoes, loaders, trenchers, plows and associated equipment; driving a truck when required.
- Maintaining equipment in good operating condition by making minor repairs, applying "good housekeeping" practices, lubricating and checking all fluid levels and reporting any need for major repairs or adjustments.
- Preparing and maintaining records of work performed, materials and equipment installed and removed from service, and allocation of labor hours to standard work operations.

- Conducting the cleanup and disposal of toxic and nontoxic hazardous materials in accordance with Company and governmental guidelines; using appropriate personal protective equipment.
- Performing any of the duties of Distribution Underground Line Apprentice 3.
- Instructing lower class employees in their work and on standard practices and procedures as assigned.
- Assuming responsibility for energizing single phase services to customer and for installation and proper operating.
- Performing other similar or less skilled work as assigned.

### **Basic Qualifications**

- High school diploma or general education degree (GED), or equivalent combination of directly related education and/or experience.
- Possess a Class A CDL.
- Minimum 4 years of Distribution underground maintenance or construction experience or equivalent job-related and educational experience
- Successfully passed Distribution Underground Line Apprentice 3 training.
- Must have at least twelve (12) months experience as a Distribution Underground Line Apprentice 3 or the equivalent and recommendation for promotion from supervision.
- Must have at least 18 months' experience in either network systems, vaults, etc. Working knowledge of the construction, maintenance practices, and specifications for the more complex features of high voltage cable system.
- Must be capable of directing the work of assistants, as required.
- Must pass the examination of entrance into the position of Distribution Underground Line Apprentice 4 including questions or problems on the following:
  - Working knowledge of the construction, maintenance practices and specifications for medium voltage cable systems.
  - Working knowledge of the construction, maintenance practices and specifications for a.c. network and distribution transformer installations.
  - Working knowledge of the construction, maintenance practices, and specifications of traffic signal and signal alarm system.
  - General knowledge of the operating principles of medium voltage underground circuits.
  - Demonstration of the necessary skill in building up the required amounts of insulation and making metallic wipes on less complex types of cable joints.
  - Understanding of the Traffic Safety Code, and a working knowledge of the equipment and highway locations.
- Sufficient knowledge of the equipment and auxiliaries for operating in an efficient and safe manner.
- Must have sufficient mechanical ability and show aptitude for making minor adjustments, repairs, and maintenance on equipment operated to maintain efficient operations.
- Must show good judgment concerning clearances from overhead wires and obstructions and underground cables, gas, water and other lines.
- Must have a good general knowledge of construction practices of contractors and other utilities.

- Must have the necessary tact and ability to deal with employees, contractors and customers.
- Must be capable of conducting the work of a crew for which he/she is responsible in a manner that will properly safeguard the public, all employees, and the property of both the Company and the customer.

### **Specific Requirements**

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- Work schedule requires working various shifts as business needs arise
- Position has on-call responsibilities as scheduled and generally available at others times as needed, demonstrate the ability to work independently, and to work all hours as needed, day or night, weekends or holidays, and in all weather conditions to perform work required during planned and emergency outages
- Requires ability to travel and stay overnight to various locations and work extended hours to assist in major storm restoration
- Must reside within 30 road miles of assigned Operations Center. Relocation is at the expense of the applicant.

### **Work Environment**

- Shift Work, Overtime, Weekend Work, 24/7 Operations
- Frequent travel
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- Emergency situations may require working at night and in inclement weather
- Subject to confined spaces, (manholes, vaults, etc.)
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