



TOWN OF BERLIN JOB DESCRIPTION

Job Title: Lineman 1st Class
Department: Electric
Reports To: Chief Lineman
FLSA Status: Non-Exempt
Prepared By: Human Resources Director, KJ
Prepared Date: 08/02/2022

OBJECTIVE:

Under general supervision of the Chief Lineman, must be extremely proficient in linework in the construction and maintenance of the 14.4 and 25 KV overhead and underground electrical distribution system and performs other municipal/utility work as required. Must be proficient in installing and connecting capacitor banks, transformers, switches, regulators, and all associated overhead and underground equipment.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to:

1. Constructs, installs, maintains, and repairs overhead and underground 14.4 and 25 KV electric lines and equipment; including, but not limited to, poles, insulators, crossarms, conductors, cutouts, transformers, meters, etc.
2. Performs monthly meter reading of commercial and residential meters.
3. Serves as the Acting Chief Lineman during the absence of the Chief Lineman.
4. Performs miscellaneous electrical functions for Town events, special projects, and new construction.
5. Repairs and installs security and street lighting, single and polyphase metering, and meter reading.
6. Troubleshoots and diagnoses utilizing switching procedures and equipment, cable and fault locating equipment to repairing faults, oil and air circuit breakers, and vacuum switch reclosures.
7. Performs routine electric cut-offs and cut-on activities.
8. Attends training conferences and seminars relating to line safety operations, construction, maintenance, and repairs.
9. Responds to after-hours trouble calls, system outages, normal and emergency repairs, or service requests.
10. Performs home energy audits as required.
11. Performs net meter comparisons.
12. Performs station reads and meter comparisons, as needed.
13. Assists with power generation, as needed.
14. Locates underground cables as needed.

15. Operates all heavy equipment as required. Including Digger Derrick, Trencher, Chipper, and an Ariel Lift Vehicle.
16. Other duties as assigned.

EDUCATION AND LICENSING:

High school diploma or General Education Degree (GED). Must, at a minimum, have completed a Certified 48-month Lineman Apprenticeship Training Program and have at least three years' experience as a 1st Class Lineman. Must maintain a valid Class "B" Maryland Commercial Driver's License (CDL). Pre-employment and periodic review of Motor Vehicle Records will be required. Flagging certification. Must maintain basic first aid, CPR, and pole top rescue knowledge, the Town will offer the required trainings as needed. Must be willing to attend training seminars relating to all job tasks as needed.

JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

Must have an appropriate level of experience as a lineman. Must have a working knowledge of safety standards set by MOSHA, the Town of Berlin, and the Electric Department. Must have a thorough knowledge of and be able to perform general maintenance on mechanical equipment used by the Electric Department. Must be experienced in Electrical Substation renovations. Must be willing and able to train apprentice linemen. Must be able to perform duties in a safe and efficient manner as well as set the standard for others. Must be able to keep an open mind, be available to communicate and work with the citizens, employees, and elected officials in a courteous and professional manner.

WORK CONDITIONS:

While performing the duties of this job, the employee may be exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment can be loud. Must be able to work callouts on evenings, weekends, and/or holidays as needed. Must be able to make immediate decisions in the face of emergencies and be flexible in all scheduling.

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, stand, and walk. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must be able to climb wooden poles with approved safety equipment up to 60 feet in height. The employee may be asked to complete a physical examination for this position. Employee will be subject to pre-employment, post-accident, random, and reasonable

cause drug, and alcohol testing. Employee will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining the knowledge and skills necessary to perform the work required. Position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures as outlined in the employee handbook.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Chief Lineman or the Electric Director in the absence of the Chief Lineman.

Establishes and maintains the following contacts and relationships for the purpose of coordination and communication:

- Internal: Chief Lineman; seeks advice or information on any matter pertaining to the development, installation, or maintenance of Berlin's overhead or underground distribution system.
- Other Employees: Establishes and maintains good working relationships to promote improved morale, the free exchange of ideas and job experiences that benefit the Line Department, and to ensure the safety and welfare of fellow employees and the public.
- External: To provide the best possible customer service; to promptly handle all customer inquiries and service requests in a courteous manner, or refer them to supervision, and promote the efficient, safe use of electricity.
- Other Utilities: To act as an ambassador for the Town of Berlin and provide professional assistance as necessary.