**JOB POSTING**

**GREENFIELD POWER AND LIGHT DEPARTMENT**

**POSITION: Apprentice Lineman Class I/Ground-man**

**WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F**

**JOB CATEGORY: LTC (Labor, Trades, Crafts)**

**DATE WRITTEN: February 2000 STATUS: Full-time**

**DATE REVISED: February 2017 FLSA STATUS: Non-exempt**

**The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.**

**ESSENTIAL FUNCTIONS:**

Constructs, maintains, and removes supporting components of distribution, communication, and street lighting equipment.

Constructs, maintains, and removes lines, cables, insulators, line hardware, switches, fuse cutouts, voltage regulators, circuit re-closures, sectionalizers, transformers, line capacitors, lighting arresters, and other equipment.

Maintains electrical service cables and equipment, entrance runs, metering enclosures, meters, instrument transformers, and other metering equipment.

Performs power system switching and implements system clearance procedures as assigned.

Uses, inspects, and maintains “live line” tools, protective gear, and other safety equipment.

Maintains department vehicles and equipment.

Periodically assist tree crew with removing brush, cutting trees, and directing traffic.

Periodically stocks materials on department trucks as needed.

Periodically performs meter-reading duties as needed.

Serves on 24-hour call for emergencies. Perform duties as assigned.

**REQUIREMENTS:**

High school diploma or GED; Ability to successfully complete approved apprentice program;

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures and concepts of electricity;

Ability to properly operate and maintain a variety of equipment and vehicles, including wrenches, screw drivers, hammers, power saws, chain saws, drill press, manual post hole digger, air hammer, air compressor, grinder, cutting torch, welding equipment, tap/die sets, shovel, rake, broom, backhoe, dump truck, tractor, line trucks, derrick, and jack hammer;

Ability to physically perform assigned duties, including hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing up to 90 pounds, pushing/ pulling objects, reaching, bending, crawling, crouching/kneeling, climbing poles, and handling/grasping/fingering objects;

Ability to read and interpret maps, mechanical drawings, specifications, and safety manuals;

Ability to understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision, often under time pressure;

Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities;

Ability to occasionally work extended, weekend and/or evening hours; Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

**LICENSE/CERTIFICATION NEEDED:**

Must have a valid Indiana Driver’s License and demonstrated safe driving record.

Must obtain a Commercial Driver's License with required endorsements (minimum Class B with air brakes) within (1) year probationary period.