

FIRST YEAR APPRENTICE

City of Burlington

Electric Department

POSITION SUMMARY

Under the direct Supervision of the Electric Utility Superintendent or Electric Line Leadman, the First Year Apprentice performs semi-skilled duties in the maintenance of the city's electrical distribution system. Primary responsibilities of this position include but are not limited to meter installation and reading, operating departmental equipment, overhead and underground line maintenance, street lighting and traffic signal maintenance, This position should possess a strong mechanical aptitude, strong communication skills and effective public relation skills.

ESSENTIAL FUNCTIONS

Technical;

- Operate and maintain departmental heavy equipment in an efficient and cost effective manner;
- Responsible for street light repair and working on secondary voltage services;
- Assist in the construction, repair and maintenance of electrical distribution system;
- Utilizes all specialty tools and can set transformers, pull wire and terminate cables

General;

- Read residential, commercial and industrial electric meters;
- Interpret customer requests and work orders;
- Stocks line trucks for daily tasks
- Assists in maintaining proper inventory of material, parts and equipment needs;

Safety;

- Knows and follows departmental safety procedures and practices

Public Relations;

- Follows department policies and procedures;
- Must be able to receive and record citizen complaints.

Training;

- Must comply with departmental and municipal training schedules and opportunities;
- Learn departmental terminology, use of specialty tools and heavy equipment uses;
- Must complete the first year apprentice program and successfully demonstrate skills learned.

MARGINAL FUNCTIONS

- Supports the semi-annual city wide cleanup;
- Assists with tree trimming and removal;
- Assists other departments as required;
- Performs other duties as assigned

Classification: <u>FLSA: NON-EXEMPT</u> <u>ADA: APPLICABLE</u> <u>FMLA: INELIGIBLE</u> <u>WORKING CONDITIONS:</u> Adverse Weather, heights, element of risk, confined space
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FIRST YEAR APPRENTICE --- POSITION REQUIREMENTS

Experience:

- One to three years of similar or related experience is desired.
- Employee is expected to have acquired the necessary information and skills necessary to successfully perform the job reasonably well within six months to one year of employment.

Education:

- A high school diploma or GED is required.
- This employee must possess and must retain a valid Kansas Class A Commercial Driver's License (C.D.L.) or be able to obtain one within three months after employment.

Technical Skills:

- This employee must be able to operate all forms of department equipment in an efficient and cost effective manner;
- This employee should possess a strong mechanical aptitude, effective public relations; oral and written communication skills have a working knowledge of mathematics;
- This employee should possess the ability to understand and anticipate problems;
- This position requires the adherence to all safety policies and procedures.

Problem Solving:

- This employee exercises limited independent decision making for problems with community issues, adverse weather, equipment malfunctions and project delays.

Decision Making:

- This position makes decisions about performing necessary repairs, maintaining equipment, and performing daily tasks in the safest and most efficient manner.

Supervision:

- This employee works with occasional supervision from the Electric Superintendent and Electric Line Leadman, and does not exercise supervisory responsibilities over other departmental staff.

Financial Accountability:

- This position is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations:

- This position is in daily contact with the general public, departmental staff, co-workers and occasional contact with elected officials.

Working Conditions:

- This position is exposed to heavy equipment, excessive noise, confined spaces, heights and some adverse weather and the potential for electrical shock.

Physical Requirements:

- This position must have the ability of operate departmental equipment and accomplish the daily manual labor activities of lifting and carrying heavy objects, bending, kneeling and climbing.

*The specific statements shown in each section of this description are not intended to be all-inclusive.
They represent elements and criteria considered necessary to successfully perform the job.*

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Current 7-2018)**