

## POSITION RESPONSIBILITY GUIDE

**JOB TITLE:** APPRENTICE IV  
**LAST DATE REVISED:** August 3, 2021  
**DEPARTMENT:** Operations  
**REPORTS TO:** Foreman  
**POSITION OBJECTIVES:** Provides efficient help in line construction and maintaining electric lines, substation and metering points, and provides the most effective service to members.

### MINIMUM REQUIREMENTS:

**Experience:** 6 months to 1 year experience as a Groundman with an electric distribution utility or contractor and/or graduate of an accredited lineman college/program.

**Education:** High school diploma or GED. Must communicate effectively in English, verbally and in writing.

**Training:** Must meet all the requirements for Apprentice IV-Groundman.

**Physical Health:** Must be physically able to perform the job. Must be able to lift 50 lbs. from floor to waist height unassisted, or 150 lbs. assisted.

**Miscellaneous:** Must maintain a valid Class 'A' Commercial driver license. (CDL)

**Testing:** Must pass any required substance screening and background checks.

**JOB STATUS:** Non-Exempt

**WORK SCHEDULE:** Normally 8:00 a.m. – 5:00 p.m., Monday – Friday, or as the job requires. Must be available to perform work assignments during emergencies as determined by management.

**OVERTIME REQUIRED:** As determined and approved by management.

**JOB LOCATION:** Outside in field

**RESIDENCY:** All employees are required to reside within the service area boundaries of WCEC or no more than 45 minutes' drive time to WCEC's Quitman office. Relocation, if necessary, is at candidate's expense within 90 days.

**JOB BACKUP:** Apprentice IV or Apprentice III

**JOB CONDITIONS:** Hazardous or extreme weather, bucket work, voltage hazard, heavy equipment, extended periods of time standing, falling objects, aerial work in bucket truck, and climbs poles and ladders. Uses heavy equipment. Frequent entrance and exit from vehicles. Climbs fences. Works in remote undeveloped areas potentially with insects, noxious plants and wild animals.

**EQUIPMENT TO OPERATE:** Any equipment and/or vehicle used by the crews to provide WCEC services.

**CONTACTS:** Members, the public, employees of WCEC, other cooperatives and power companies, State and local officials, and the Highway Department.

**SUPERVISES:** None

## **DUTIES AND RESPONSIBILITIES:**

### **GENERAL:**

1. Must be skilled in first aid and CPR, and able to administer emergency medical assistance.
2. Maintains the confidentiality of all information processed in the normal course of work except when authorized legally to disclose it.
3. Maintains adequate clothing for purposes of health and safety protection
4. Follows all WCEC policies and procedures.
5. Keeps accurate daily time and charges to proper accounts.
6. Is responsible for tracking the location of and maintaining assigned tools and equipment in a proper and safe working condition.
7. Conducts oneself at all times in such a manner as would reflect positively upon all of those associated with WCEC.
8. Performs all other activities and assumes the responsibility as may be required or assigned.
9. Adheres to all WCEC policies related to EEOC employee discrimination and harassment, EPA environmental, and OSHA safety compliance. Takes immediate corrective action and reports any incidents or violations to their immediate supervisor, the Director of Human Resources, or other responsible manager(s) as soon as possible.

### **JOB SPECIFIC:**

1. Works as a member of a crew in constructing, maintaining, salvaging lines.
2. Assists in framing and setting poles, stringing conductor and installing guys and anchors.
3. Assists in loading and unloading material onto trucks.
4. Performs the necessary work on the ground to assist lineman working on a pole, watches for hazards to the employee on a pole.

5. Assists in changing and reading meters.
6. Observes all safety rules and regulations and remains alert for the safety of all fellow employees.
7. Keeps the Foreman or designee informed of important information concerning the job.
8. Must carry equitable share of labor load assigned to crew.
9. Must have a working knowledge of the hazards that exist in the form of falling objects, electric shock, electric flash, and traffic.
10. Maintains personal tools and equipment as issued and frequently checks them for safety and working condition.
11. Assures that work locations are left in a condition appropriate for public safety and Member's satisfaction.
12. Drives WCEC vehicles as assigned in accord with state laws and safe driving practices.
13. Is accountable for the proper care, use, handling, and protection of all materials issued for specified jobs and the accurate reporting of material use.
14. Must be able to climb and work on de-energized poles as assigned.
15. Must be able to perform pole top and bucket rescue procedures.
16. Has a working knowledge of material, tools and equipment.
17. Has knowledge of basic electrical theory.
18. Has a working knowledge of the Rural Utility Services specifications and basic construction units.
19. Has a working knowledge of and is accountable for bucket weight limits.

**REVIEW SCHEDULE:** 1 year

**REQUIREMENT FOR ADVANCEMENT:**

Must demonstrate the ability to learn and perform the skills and duties of the next position, and to be determined through the appraisal process by management to be the most qualified candidate.