

**Village of Mount Horeb  
Job Description**

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**TITLE:** Electric Lineman  
**DEPARTMENT:** Electric  
**SUPERVISOR:** Water & Electric Superintendent  
**FLSA STATUS:** Non-Exempt  
**EMPLOYMENT STATUS:** At will  
**EFFECTIVE DATE:** June 5, 2013

**SUMMARY:** An electric lineman constructs, dismantles, maintains, and repairs electric lines, stations, and substations to keep electric service to the Village of Mount Horeb and surrounding locations within the utilities service area operational. A person in this position is occasionally required to be in on-call status.

**ESSENTIAL JOB FUNCTIONS:**

- Safely operates a wide variety of hand tools, small power tools, and heavy power tools.
- Correctly follows oral or written instructions in order to accomplish work tasks.
- Communicates accurately and effectively with Village employees, other government agencies, and the general public.
- Available for call-ins with a 30-minute or less response time for emergency situations.
- Safely climbs ladders.
- Inspects, maintains, installs and repairs electric lines, stations, substations, poles, transformers, high-voltage connectors, switches, and related electric infrastructure. These include both overhead and underground electric lines.
- Performing accurate mathematical calculations of addition, subtraction, multiplication, and division.
- Move or lift objects weighing in excess of 75 pounds several times a day.
- Lift arms and hands over one's head for extended periods several times daily.
- Reads utility meters and records data.
- Installs new electric meters in buildings and houses.
- Tests electric meters and keeps accurate records according to PSC rules.
- Trimming trees.
- Perform accurate inventory counts and records data.
- Uses proper safety procedures and equipment associated with electrical hazards.
- Establishes and maintains clearance between electric lines and other utility infrastructure.
- Operates vehicles including trucks, a boom truck, bucket truck, etc. requiring a valid Wisconsin commercial driver's license (CDL).
- Proficiency with pole-top, bucket, and vault rescue.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Ability to:**

- Maintain effective working relationships with other employees and the public.
- Communicate with, and respond pleasantly to, a demanding and diverse public.
- Work independently with minimal supervision.
- Prioritize work tasks.
- Meet deadlines.
- Move or lift objects weighing in excess of 75 pounds several times a day.
- Follow oral and written direction.
- Function outdoors under all types of weather conditions.
- Perform strenuous physical work.
- Maintain a valid Wisconsin commercial driver's license (CDL).
- Use safety equipment and follow safety procedures associated with working with high-voltage electrical lines and equipment.
- Be proficient with pole-top, bucket, and vault rescue.
- Be certified and maintain certification in CPR and first aid.

### **Knowledge of:**

- PSC rules and regulations applicable to Mount Horeb's electric facilities and infrastructure.
- Methods, materials, tools, and equipment commonly used in electric utility operations.
- Personal protective equipment and confined space entry procedures.
- Methods, materials, and equipment used in the lineman trade.
- Electrical theory and practice.

### **Skills:**

- Must be able to communicate with the public and other employees in a professional manner.
- Basic computer skills including the use of Microsoft Word and Excel.
- Performing accurate mathematical calculations of addition, subtraction, multiplication, and division.
- Reading and interpreting maps, manuals, specifications, and safety instructions.
- Safely operating a wide variety of vehicles and equipment commonly used in the maintenance of electrical grounds, buildings, facilities, and both overhead and underground infrastructure.

**WORKING CONDITIONS:** Work is both indoors and outdoors in all types of Wisconsin weather conditions.

- Frequently required to stand and balance for extended periods of time.

- Frequently required to lift arms overhead for extended periods of time.
- Occasionally required to perform heavy physical labor for extended periods of time.
- Frequently required to use hands to finger, handle, or feel objects.
- Frequently required to walk, stoop, climb, talk and hear.
- Occasionally required to lift objects in excess of 75 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED; successful completion of line technician apprenticeship; valid Wisconsin driver's license upon hire and a valid commercial driver's license (CDL) within six (6) months of hire; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.