

HARTSELLE UTILITIES

JOB DESCRIPTION

Job Title: Apprentice Lineman

Department: Electric Department

FLSA: Non-Exempt

Pay Grade: 4E

Safety Sensitive: Yes

Security Sensitive: No

Job Description Updated: August 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Electric Foreman

Subordinate Staff: None

Other Internal Contacts: Electric Department

External Contacts: General Public; Other Utilities; Hartselle Utilities (HU)
Customers; Contractors; City of Hartselle Departments

Job Summary

Under the direct supervision of the Electric Foremen, the Apprentice Lineman trains to develop the specialized skills required for the construction, operation, and maintenance of overhead and underground power distribution and sub-transmission systems. Duties include assisting with the construction, maintenance, and repair of steel, concrete, and wooden poles; prefabricated light-duty metal towers; cable; and related equipment used to deliver electric power from generating points to end users.

The Apprentice Lineman prepares materials for daily projects and supports construction and maintenance of the electric power system. Work may involve exposure to hazardous conditions, especially during major storms and outages. The role requires physical strength, stamina, and dexterity to climb poles and operate equipment and tools. This position participates in HU's on-call rotation schedule and is classified as entry-level within the Electric Department.

Employees in this role receive direct instruction and work under established procedures with frequent progress checks and final inspection of completed tasks. This position is

considered safety-sensitive and is subject to a pre-employment background check and random drug testing.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Apprentice Lineman Operations. Develops lineman skills by assisting with the construction, repair, and maintenance of overhead and underground power lines, traffic control circuits, and streetlights.

1. Assists in constructing and maintaining overhead sub-transmission and distribution lines and associated equipment, including energized lines under supervision.
2. Supports switching operations on transmission and distribution lines, as well as in substations.
3. Helps install primary and secondary lines, including meters and related equipment.
4. Assists in installing and terminating underground conductors.
5. Participates in substation maintenance and switching for both distribution and transmission voltages.
6. Assists in pulling primary lines under tension across streets and rights-of-way (ROW).
7. Helps troubleshoot issues with overhead and underground lines and equipment.
8. Assists in setting new poles and light-duty towers.
9. Works on energized lines up to 46 kilovolts under supervision, following proper safety procedures.
10. Reviews work orders, blueprints, and required materials with the Electric Foreman or Superintendent.
11. Operates electrical measurement and test instruments, including voltmeters, ammeters, relay test sets, and watt-hour test sets.
12. Uses safety equipment such as hot sticks and cover-ups to safely work on or near energized conductors and equipment.
13. De-energizes and grounds power lines and equipment as needed to ensure safe working conditions.
14. Climbs poles or operates a bucket truck to access service lines and overhead conductors.
15. Provides ground support, including placing safety signs, serving as flagman, and acting as a spotter for linemen.
16. Attends safety meetings, demonstrations, and training sessions on-site and off-site.
17. Works in potentially hazardous conditions during major storms and other outage events.
18. Responds to trouble calls as directed and participates in the routine trouble call rotation.

ESSENTIAL FUNCTION: Equipment Operation. Operates heavy vehicles, tools, and specialized equipment to support construction and maintenance activities.

1. Operates line work equipment, including digger/derrick trucks, bucket trucks, trenchers, backhoes, line pullers, tensioners, and other wire-stringing tools.
2. Drives trucks, operates equipment safely, and loads or unloads materials as required.
3. Stocks work trucks according to job material lists to ensure proper resources are available on-site.

ESSENTIAL FUNCTION: Electrical Service ROW Maintenance. Performs tasks to maintain electrical rights-of-way (ROW) and ensure safe, reliable service.

1. Operates bush hogs and other equipment to clear and maintain ROW.
2. Performs line clearing around energized electrical lines.
3. Removes trees from above and near energized lines and structures, including houses.
4. Operates chainsaws, chippers, and related equipment safely during tree clearing operations.
5. Applies herbicides as necessary to control weeds and maintain ROW.

NON-ESSENTIAL FUNCTIONS:

1. Performs other job-related duties and tasks as assigned.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of Hartselle Utilities (HU) rules, regulations, policies, and procedures.
2. *Knowledge of HU service territory and systems.
3. *Knowledge of electrical principles, power distribution systems, and substation operations.
4. *Knowledge of power transformer usage in electric systems.
5. *Knowledge of applicable standards and regulations, including Rural Electrification Administration (REA), American Public Power Association (APPA), Tennessee Valley Public Power Association (TVPPA), and the National Electric Safety Code.
6. *Knowledge of HU and APPA safety practices, accident causation, and prevention.
7. Knowledge and ability to operate heavy equipment safely.
8. Ability to operate hand and power tools, as well as specialized line work equipment.
9. Ability to clear rights-of-way, including using herbicides and performing tree trimming or removal without damaging structures.
10. Communication skills to effectively convey information internally and externally, both orally and in writing.
11. Ability to read and interpret technical schematics, drawings, manuals, directives, procedures, and instructions.
12. Math skills to perform basic calculations and simple electrical engineering computations.

13. Ability to perform rescue procedures, CPR, and basic first aid.
14. Ability to learn and apply lineman principles, techniques, and troubleshooting procedures.
15. Ability to work safely with and around energized lines up to 46 kilovolts.
16. Ability to understand, follow, and execute verbal and written instructions.
17. Ability to read and interpret gauges, measurements, and test instruments.
18. Ability to climb poles, work at heights above ten (10) feet, and rig systems for poles/towers and line stringing.
19. Ability to respond to unusual or hazardous circumstances with sound judgment.
20. Ability to work in adverse weather and hazardous conditions.
21. Ability to wear and properly use personal protective equipment (PPE).
22. Ability to drive vehicles required for work.

Minimum Qualifications

1. High school diploma or GED, plus successful completion of at least one year of high school algebra or one semester of college algebra (courses in basic electricity preferred).
2. One (1) year of work experience in the construction field preferred.
3. Ability to satisfactorily complete a pre-apprentice climbing school approved by HU.
4. Ability to satisfactorily complete an apprentice lineman school approved by HU and any other required classroom or laboratory training.
5. Current CPR/First Aid certification acceptable to HU.
6. Possession of a valid Class A CDL, or ability to obtain within ninety (90) days of hire; must be insurable.
7. Residence within a fifteen (15) mile radius of HU's electric pole yard.
8. Willingness and ability to travel as needed for work and training.
9. Availability to work non-standard hours and participate in HU's on-call rotation schedule.
10. Ability to pass a pre-employment background check and comply with random drug testing requirements.

Physical Demands

The position requires significant physical exertion, including frequent climbing of tall ladders or poles, lifting heavy objects (over 50 lbs.), crouching, crawling in confined spaces, and performing other physically demanding tasks.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled. Appropriate personal protective equipment (PPE) and strict adherence to safety protocols are required at all times.