

# 28/m. - #32/m.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

**POSITION TITLE:** Journeyman  
**CLASS TITLE:**

**DEPARTMENT:** Electric  
**REPORTS TO:** Operations Supervisor or Superintendent

**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

**JOB RESPONSIBILITIES:**

Installs line equipment; works on substations; supervises crews; maintains and repairs the electric distribution system.

**ESSENTIAL FUNCTIONS:**

Works on all types of energized lines to string, reconduct, tie-in, move; Installs transformers, oil circuit breakers, capacitors, regulators, etc.; transfers loads from one substation circuit to another substation circuit; closes and opens switch points; and makes single polyphase transformer installations; Install and maintain all types of pole configurations.

Supervises work crew; assigns personnel to specific jobs; responsible for job site safety; and makes sure jobs are completed.

Trains and instructs apprentice and new employees; Reads meters; and must have a CDL; Must have completed apprenticeship program to perform duties.

Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**POSITIONS SUPERVISED:**

Apprentice Journeymen, Grounds Persons, and part-time and seasonal help.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

(\*Indicates developed after employment)

**Knowledge of:** electrical distribution and transmission systems; OSHA regulations; National Electric Safety Code; APPA Safety Manual; electrical and safety training of personnel; electrical materials, construction, and maintenance practices; personnel management; electrical engineering; department policies and procedures; mathematics; electrical construction, maintenance, and repair; vehicles, tools, equipment, and supplies used in electrical construction, maintenance, and repair; and supervision.

**Skill in:** Journeymen duties; use of electrical equipment and material; and communications.

**Ability to:** deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; deal with non-verbal symbols in formulas, equations, or graphs; exercise independent judgment; use mathematics; prepare instructions and specifications; communicate effectively; recognize safety warnings; understand technical manuals and instructions; develop and maintain effective working relationships; perform moderate manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; climb poles; shovel; and lift and carry materials.

**EQUIPMENT OPERATED:**

Small tools, vehicles, and other electrical equipment.

**WORKING CONDITIONS:**

Works outdoors and is exposed to weather and electrical hazards.

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Date Revised:

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**QUALIFICATIONS:**

Must have completed Journeyman Apprenticeship Program and worked eight years for an electrical utility company; holds a CDL

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Journeyman certification and CDL.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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Developed by:  
Clemans, Nelson & Associates, Inc.  
Muncie, Indiana 47305

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Date Revised: