

**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION  
JOB DESCRIPTION**

<b>Title:</b>	Serviceman Assistant:	<b>Reviewed:</b>	June 2017
<b>Number:</b>		<b>Exempt Status:</b>	Non Exempt
<b>EEO-1</b>	49-9051	<b>Reports To:</b>	Senior Serviceman
<b>EEO-1 Class</b>	6A Craft Workers	<b>Supervises:</b>	None

**JOB PURPOSE**

As Serviceman Assistant you will assist in constructing, servicing, and maintaining distribution lines and consumer service facilities. Will provide the Cooperative with safe and legal operation of the line trucks necessary to transport employees and materials to and from job sites. A serviceman Assistant should have the knowledge and service that will assure the Cooperative of adequate custody and maximum utilization of assigned trucks, trailers, tools and related equipment. Provides an essential service and assistance to the line personnel in the construction, maintenance and operation of the electric system which will, through maximum competence in job performance and teamwork, be instrumental in providing the members with the best possible electric service at the lowest feasible cost.

**DUTIES AND RESPONSIBILITIES**

**Primary Functions:**

You will be proficient in and perform as required the following activities:

- You shall have a set of lineman's tools and will inspect, use and care for the tools properly. You are expected to apply yourself in order to become a certified climber as well as master the skills required to perform the necessary maintenance, and construction on the systems circuits under the direct supervision of a lineman.
- You will assist the lineman in charge in hanging transformers, running services, splicing and/or repairing conductors, setting poles, installing anchors and guys, and other work as necessary for new service construction or rebuild of damaged structure under the supervision of a lineman. The Serviceman Assistant is not expected to perform live line work above 600 volts or be within the minimum approach distance of primary circuits.
- You shall participate in routine and emergency patrols for inspection of lines during which you will note and report conditions found, such as rotten or leaning poles or crossarms, loose or missing hardware, trees which endanger operation of lines, structures or other foreign objects which have improper clearance from conductors, faulty insulators, and in general any condition that may adversely affect the operation and maintenance of the lines.
- Be familiar with the operation of line equipment such as reclosers, regulators and transformers in order to determine problems or assist in troubleshooting.

- Be able to adequately read meters and displays on equipment in order to interpret information that will assist in completing service orders or provide information needed for trouble shooting lines.
- You shall be familiar with and safely operate any Cooperative-owned line truck, pickup, or related equipment to perform your daily duty.
- You shall inspect any truck and trailer for proper and safe loading and binding, mechanical defects and/or unsafe conditions prior to driving or operating.
- You should perform minor road or field maintenance or repairs on assigned vehicles and related equipment.
- Knows and adheres to capacity and limitations of assigned truck and equipment.
- Ties knots, rigs blocks and makes up handlines.
- Properly places and lashes down all work equipment before hauling to work site.
- Operates line truck for installation or removal of poles, frames poles on ground per specifications.
- Familiar with and adheres to highway laws, regulations signs and courtesies.
- Become familiar with and can use serviceman's computer and electric system maps of the Cooperative.
- Replaces or sees that all Cooperative tools, equipment and unused materials are replaced on line/service truck at completion of job or day's work.
- Performs scheduled replacement of truck inventory.
- Knows and practices Safety rules of Tallahatchie Valley EPA. Familiar with and can perform First Aid. Sees that proper first-aid supplies and equipment are maintained, properly stored or cared for on assigned trucks.
- Operates two-way radio according to proper procedures.
- Serves on-call duty on a rotation basis as assigned.
- Performs other duties as assigned.

**Functions performed by all TVEPA Employees:** Keeps informed and complies with all TVEPA policies, procedures and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper persons. Makes every effort at all times to do all possible to develop members support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale; exchanges ideas, information and job experiences.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

## **RELATIONSHIPS**

- **Internal**

**Director of Operations** – For General Supervision and Personnel issues

**Superintendent** - For direct supervision.

**Lineman** - For work direction on job site

- **External**

**Members** - To maintain good member relations through courteous actions and respect of rights and property. Be honest, dependable and dedicated to Tallahatchie Valley EPA.

## **JOB SPECIFICATIONS**

- **Education and Accreditation(s):** High school graduate or equivalent in formal training required.
- **Experience:** Line construction experience desirable.
- **Physical Demands:** The mental and physical requirements for this position include, but are not limited to the following: Majority of work is outside. May be exposed to extreme weather conditions and must be able to work day and/or night.
- **Driving:** Must reside within reasonable distance of assigned office. Must acquire and maintain a valid Mississippi class A commercial drivers license and operate a motorized vehicle without the assistance of another employee.
- **Abilities / Skills:** Must have the ability to effectively utilize a two-way radio in executing the position's duties. Must have the ability to effectively interact with other Cooperative personnel, Cooperative members, and the general public. Must be able to follow verbal and written instructions. Must possess the physical strength to lift and/or move routine line materials, without external assistance of other personnel or mechanical aids. Must have the ability to stoop and bend into awkward positions to accomplish assigned responsibilities. Must be able to proficiently climb poles to perform regular or assigned duties. Must be able to attend work on a regular and predictable basis.

**After an offer of employment has been made the Association requires a physical which will include both alcohol and drug testing.**