



## UNION JOB DESCRIPTION

### TITLE: Asst. Lineman Training Coordinator

#### DEFINITION:

Develops, organizes, coordinates and provides District employees with job related vocational training common to the electric industry. This position reports directly to the Senior Manager, Safety & Line Training or designee (typically the Apprentice/Line Training Program Administrator).

#### DISTINGUISHING CHARACTERISTICS:

The Assistant Lineman Training Coordinator is under the lead of the Lineman Training Coordinator and is a full time position. This position is responsible for ensuring coverage of his/her training duties in advance of accepting overtime that may interfere with them. The Assistant Lineman Training Coordinator may be upgraded to a Lineman Training Coordinator after successful completion of the mandatory three (3) month training period in the absence of the Lineman Training Coordinator and management approval. This position also performs the duties of Lineman, Outside Serviceman or Line Foreman in storm situations.

#### BASIC RESPONSIBILITIES:

1. Provides District employees with job related vocational training common to the utility industry and used by the District. In some cases this will involve becoming certified as an instructor to comply with state and/or federal standards.
2. Develops, organizes, administers and maintains programs of technical and practical instruction. Includes demonstrations of skills required in the trades and lectures on theory, practices, methods, procedures and terminology.
3. Develops, organizes, administers and maintains District JATC approved Line Apprentice training curricula and materials. Develops, schedules and administers District JATC approved Line Apprentice step tests.
4. Schedules and coordinates vocational training needs including the scheduling of Equipment & Driving Trainer(s) between various departments.
5. Coordinates training scheduling between Crew Dispatchers, District Managers, developers, contractors and other utilities.
6. Plans, develops and implements specialized vocational training programs as needed.
7. Acts as liaison between the District and other utilities to provide vocational training upon request or to assist in development of utility vocational training programs.
8. Maintains vocational training records for employees and public safety educational programs as required utilizing the District's online learning management system
9. Provides training regarding applicable safety rules contained in the District's Accident Prevention Manual, OSHA and WAC.
10. Provides requested training and testing of Line related subjects to other departments within the District including for example WAC, OSHA, Accident Prevention Manual, Switching and Clearance Manual and District Construction Standards.
11. Works with Safety, Transportation, Standards and Engineering to research and develop new tools, equipment and procedures for use by District crews and engineering staff. Trains staff on the safe and effective use of the new items.
12. Assists Equipment & Driving Trainer(s) with training and testing as needed.
13. Maintains the Line Training yard and related training facilities.
14. Develops, organizes, administers, schedules and maintains testing procedures to aid in the hiring of qualified Line Department employees and other departments as needed.
15. Works with Vendors, Manufacturer representatives, District Managers, Line Employees, Safety and the Tool Room to research and implement the use of new tools and equipment.

## OTHER RESPONSIBILITIES:

1. Performs duties of Lineman, Line Foreman or Outside Service Lineman as needed.
2. Works with Crew Coordinators, Line Inspectors, Engineering and Standards to: develop improvements or modifications to projects or job design as necessary; identify reoccurring materials that are not compatible with the job to be completed and initiate change(s).
3. Reads and interprets work sketches and plans.
4. Completes time slips and necessary reports affecting Crew or job assignments.
5. Works with Engineering and Line Construction Superintendent for job planning activities discussing on-going modifications or concerns.
6. Ensures proper utilization and care of equipment assigned.
7. Completes work in a safe and efficient manner.
8. Assists and advises on the District's Apprenticeship Programs.
9. Attend seminars to improve communication and training skills. Participate in on-going training in the latest technology such as Distribution Automation.
10. Performs other associated duties as required.
11. Represents the District at conferences and seminars to maintain expertise in equipment and work practices. Gathers information on new equipment and tools, and presents this information to management, and tool and equipment committees.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Fundamentals of metering.
- Federal, State, and local wiring codes.
- Current overhead and underground practices.
- Applicable policies, procedures and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, District Accident Prevention Manual and all applicable WAC or federal regulations).
- Various forms, reports, time slips and how to complete them.
- Instructional techniques and methods.

### Ability to:

- Handle and use tools, material, equipment, etc., that are common to the utility industry.
- Direct the work of others.
- Communicate, both verbally and in writing, and work effectively with District personnel, other utilities and customers.
- Become proficient in computer use and necessary applications.

### Education/Experience:

- High School Diploma or equivalent.
- Three (3) years District Journeyman Lineman experience
- The Assistant Lineman Training Coordinator position will be bid and the candidate will be selected through a joint labor/management interview committee.

### License or Certification:

- Current Washington State Commercial Driver's License (Class A).

- Current CPR/First Aid Card.
- Journeyman Lineman's card.

Preferred Education/Experience:

- Experience or training as instructor or trainer.

WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.
- Work that is performed in an indoor environment will be as an instructor, presenter and/or demonstrator of information, theory, work processes, safety procedures, rules and regulations.
- Incumbents perform repetitive movements from use of a computer and mouse.
- Work that is performed in an outdoor environment is subject to varying weather conditions.
- Employees risk physical hazard from energized equipment and circuits.
- Must be able to climb poles and work at heights in excess of 100 feet.
- Must be able to lift and carry heavy equipment and materials in excess of 65 lbs.
- Must be able to perform Pole Top and Vault Rescue.
- May work up to 40 continuous hours as emergency conditions dictate.
- Subject to 24-hour call-out for emergency conditions.