



**CITY OF SPRINGFIELD
JOB DESCRIPTION**

JOB TITLE:	Journeyman	DATE:	November 27, 2012
DEPT/DIV:	C.W.L.P. Substation - Electric Division	LOCATION:	Groth Street
SUPERVISOR:	Maintenance Supervisor	STATUS:	IBEW 193
POSITIONS SUPERVISED:	Apprentices		

JOB SUMMARY: To build and maintain City Water, Light and Power Substations. The position requires a demonstrated ability to install, troubleshoot, and repair high voltage transmission and distribution equipment safely and efficiently. The position requires the ability to work outside in all weather conditions and at heights above ground level.

JOB DUTIES AND ACCOUNTABILITIES:

E/M	Description	% Time
E	1. Performs maintenance, repair, and installation of high voltage electrical equipment: circuit breakers; reclosers; regulators; transformers; switches; conduit; concrete foundations; ground grids. All must be performed safely and accurately.	30
E	2. Sets up and operates electronic test instruments: TTR; Power Factor; Insulation Resistance; Breaker Analyzer; Winding Resistance; Micro-Ohm; Dielectric Oil testers. Test equipment must be set up and operated as per OEM instructions.	15
E	3. Performs control wiring and print reading safely and accurately.	10
E	4. Performs oil filtering and processing safely and accurately.	10
E	5. Operates equipment (backhoes, trenchers, dozers, cranes, etc.) safely and as per OEM instructions.	10
E	6. Maintains and adjusts manual and motor operated switches safely and accurately.	5
E	7. Fabricates and welds steel and aluminum safely and accurately.	5
E	8. Installs, removes and maintains batteries & chargers safely and accurately.	5
E	9. Performs general shop work as well as maintenance and repair of motors and air conditioners in a safe and accurate manner.	5
M	10. Performs other duties as required or assigned.	5

EQUIPMENT, AIDS, AND TOOLS:

Operate a vehicle which requires a C.D.L. Class A license.
Operate Electrical testing equipment and various detection devices (voltmeters, phase sequence indicator, air samplers, turn ratio testers, micro-ohmmeter, insulation power factor test sets and insulating oil testers).

Operate heavy construction equipment, backhoe, trencher, crane, digger derrick, aerial lift device, etc.
Operate electric hand tools and gas powered tools (drill, saws, tamps, etc.)
Operate various pneumatic and hydraulic tools (air compressors; jack hammers; drills, saws; tamps, etc.)
Operate oil filter presses and SF6 handling equipment.

REGULAR CONTACTS:

Maintenance Supervisor, Job Foreman, Service Foreman, Maintenance Electricians, Operators, Linemen, Linemen Apprentice, Storeroom Personnel.

WORKING CONDITIONS:

Ability to work outdoors in all types of weather, day or night.
Ability to work below and above ground or in high places near energized electrical equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Mechanical abilities in construction and maintenance of high voltage electrical equipment and a working knowledge of said systems.
Ability to work in enclosed areas such as underground vaults and manholes.
Ability to do elevated work on poles and steel from the poles and steel and from a bucket truck.
Ability to think quickly and accurately and use sound judgement.
Ability to communicate well with co-workers and general public.
Ability to complete assigned tasks in an safe and efficient manner.

PHYSICAL REQUIREMENTS:

Ability to push, pull, climb and lift on a daily basis.
Ability to stand, kneel, stoop and sit for extended periods of time.
Must be able to lift up to 100 lbs, often.

TRAINING AND EXPERIENCE/MENTAL REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to completion of high school and completion of an approved apprenticeship program.

ADDITIONAL REQUIREMENTS:

Ability to obtain and maintain CDL license.

FLSA STATUS: Exempt Non-exempt

Y	N	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. The employee customarily and regularly directs the work of at least two other employees.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. The employee makes recommendations as to hiring, firing, promotion, or disciplinary action of other employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. The employee plans and apportions work, monitors performance, and determines techniques/resources to be used by other employees.
If all of (1), (2), and (3) are checked "yes", the position is exempt. Otherwise, continue with remaining questions.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The employee customarily and regularly exercises discretion and independent judgment.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. The employee devotes less than 20% of his/her workweek to non-exempt duties (e.g., typing, data entry, posting accounts, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The employee performs under only general supervision, and/or works along specialized or technical lines requiring specialized training, experience, or knowledge.;
If all of (4), (5), and (6) are checked "yes", the position is exempt.		

Supervisor Approval:  _____

Digitally signed by Greg Yalke
DN: email=Greg.Yalke@cwlp.com, c=US, st=IL, In=Springfield,
o=City Water Light and Power, ou=CWLP, cn=Greg Yalke
Date: 2014.07.22 09:03:20 -05'00'

Date: RECEIVED

Director Approval:  _____

Date: JUL 22 2014

Human Resources Approval: Melina Thomas Collins

Date: 7/23/2014

POSITION ATTRIBUTE WORKSHEET

JOB TITLE:

1. PHYSICAL ACTIVITY

ATTRIBUTE	DUTIES	% Time
A. CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. Important if the amount and kind of climbing exceeds that required for ordinary locomotion.	1,4,5,7,9	15
B. BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, or crouching. Important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	1,4,5,6,7,9	40
C. STOOPING: Bending body downward and forward by bending spine at the waist. Important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	1,3,6,7,8, 9	10
D. KNEELING: Bending legs at knee to come to a rest on knee or knees.	1,2,3,4,8,9	
E. CROUCHING: Bending the body downward and forward by bending leg and forward bending leg and spine.	2,3,6	10
F. CRAWLING: Moving about on hands and knees or hands and feet.		
G. REACHING: Extending hand(s) and arm(s) in any direction.	1,3,4,5,6,7	10
H. STANDING: Particularly for sustained periods of time.	1,2,3,4,5,6,7	40
I. WALKING: Moving about on feet to accomplish tasks, particularly for long distances.	1,2,6	15
J. PUSHING: Using upper extremities to press with steady force in order to thrust forward, downward or outward.	1,5,6,7	10
K. PULLING: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1,2,3,4,6,7	10
L. LIFTING: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.	1,4,6,7	15
M. FINGERING: Picking, pinching, typing or otherwise working, primarily with the fingers rather than with the whole hand or arm as in handling.	2,3,5,7	15
N. GRASPING: Applying pressure to an object with the fingers and palm.	1,2,3,4,6,7,8,9	15
O. FEELING: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips	1,3,4	15
P. TALKING: Expressing or exchanging ideas by means of the spoken word; conveying detailed or important spoken instructions to other worker accurately, loudly, or quickly.	1-10	55
Q. HEARING: Perceiving the nature of sounds, with or without correction; receiving detailed information through oral communication, making fine discriminations in sound.	1	15
R. REPETITIVE MOTIONS: Substantial movements of the wrists, hands, and/or fingers.	1,3,5,6,7,8	15

2. **PHYSICAL MODE – SELECT ONE**

ATTRIBUTE	LEVEL
A. SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	<input type="checkbox"/>
B. LIGHT WORK: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Use of arm and/or leg controls with exertion greater than Sedentary Work and the worker sits most of the time.	<input type="checkbox"/>
C. MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.	<input type="checkbox"/>
D. HEAVY WORK: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>
E. VERY HEAVY WORK: Exerting <i>in excess</i> of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

3. **VISUAL REQUIREMENT – SELECT ONE**

ATTRIBUTE	LEVEL
A. Level A is typical of CLERICAL, ADMINISTRATIVE, MACHINE OPERATION, CLOSE ASSEMBLY, INSPECTION: Minimum standard for those preparing and analyzing data and figures, such as transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines, (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.	<input checked="" type="checkbox"/>
B. Level B is typical of MACHINE OPERATORS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: Minimum standard for those working with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.	<input type="checkbox"/>
C. Level C is typical of MOBILE EQUIPMENT OPERATORS: Minimum standard for those who operate cars, trucks, forklifts, cranes, and high lift equipment.	<input type="checkbox"/>
D. OTHER: Minimum based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.	<input type="checkbox"/>

4. **MENTAL CAPABILITY REQUIREMENTS – SELECT ONE**

ATTRIBUTE	LEVEL
A. Performs repetitive tasks following simple instructions.	<input type="checkbox"/>
B. Performs a variety of simple tasks following instructions provided.	<input type="checkbox"/>
C. Performs tasks requiring independent knowledge in addition to procedures or instructions provided.	<input type="checkbox"/>
D. Performs complex tasks requiring independent knowledge and its application to non-routine situations.	<input checked="" type="checkbox"/>
E. Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.	<input type="checkbox"/>

5. **WORKING CONDITIONS – CHECK ALL THAT APPLY**

ATTRIBUTE	ITEM
A. Subject to inside environmental conditions; protected from weather conditions, some temperature changes.	<input checked="" type="checkbox"/>
B. Subject to outside environmental conditions.	<input checked="" type="checkbox"/>
C. Subject to both inside and outside environmental conditions.	<input checked="" type="checkbox"/>
D. Subject to extreme cold; temperature below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>
E. Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour. Note if seasonal or process related.	<input checked="" type="checkbox"/>
F. Subject to noise sufficient to cause the worker to shout in order to be heard.	<input checked="" type="checkbox"/>
G. Subject to vibration of the extremities or whole body.	<input checked="" type="checkbox"/>
H. Subject to hazards such as proximity to moving parts, electrical current, working on scaffolding and high places, or exposure to chemicals.	<input checked="" type="checkbox"/>
I. Subject to conditions that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases or poor ventilation.	<input checked="" type="checkbox"/>
J. Subject to oils or other cutting fluids.	<input checked="" type="checkbox"/>
K. Required to wear respirator.	<input checked="" type="checkbox"/>
L. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	<input type="checkbox"/>

6. **COMMENTS/NOTES**

F & G - Using drills, impact wrenches, and saws.

K & I – Using pressure washer and painting high voltage electrical equipment.

J - Using oil filtration equipment to process insulating oil.

F - Maintenance and Testing of high voltage circuit breakers.