

Job Title: Journeyman

Department: Electric Operations

Location: Service Center

Reports To: Electric Operations Manager

Job Status: Full-Time

Pay Status: Non-Exempt

Job Grade: 910

Date Created / Updated: 6/2/2022

Position Summary

The Journeyman, under general supervision, will lead and perform experienced level tasks in installation, repair, and troubleshooting of electrical service lines.

Essential Duties and Responsibilities

- Must reside within a thirty-minute response time of the NBU Service Center as measured by an internet mapping tool
- Demonstrate the ability to read and understand maps and drawings
- Demonstrate the ability to locate and identify underground utilities
- Perform hole digging, excavation, pole sets and installations
- Install and maintain overhead, underground and substation equipment
- Understanding of all NBU and APPA Safety guidelines resulting in ability to work on energized and de-energized conductors and equipment.
- Install, maintain, and troubleshoot primary and secondary conductors
- Ability to perform Distribution circuit switching
- Responsible for tree trimming and vegetation management
- Installation and maintenance of self-contained and instrument metering equipment
- Required to be on call and available for after hours, holidays, and weekend work hours when needed.
- Patrols lines and identifies, repairs, and or replaces defective equipment, and corrects any unsafe conditions.
- Able to demonstrate and act accordingly with NBU Core Values
- Appropriately handle confidential information and act within the practices of NBU's Handbook.

TROUBLESHOOTING

- Ability to identify hazards when responding to trouble calls.
- Ability to locate faults and electrical issues
- Knowledge of Source Controls and Electrical Equipment: Sub Station Breakers, Oil Circuit Re-closures, Capacitor banks, Transformer Banks, and Fuses

ADDITIONAL DUTIES

- Responsible for effective communications with NBU employees, customers, and vendors
- Assist, communicate, and cooperate with other divisions within NBU
- Mentor and direct Apprentices with on the job training and leadership qualities that reflect NBU's Core Values.
- Supervise crew in absence of supervisor or Lead Journeyman
- Responsible for accurate and timely documentation for work orders, purchase orders, and other information as assigned

GENERAL RESPONSIBILITIES

- Be punctual and on time; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable

- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: Five Years or More

Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

- Successful completion of a pole climbing course is required.
- Class 'A' Texas Commercial Driver's License is required.
- DOL Certification

Other Minimum Qualifications

[Click or tap here to enter text.](#)

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

Aerial units - bucket trucks, pressure digger, digger derrick, cranes, wire and pulling equipment, vactor, skid loader, backhoe, forklift, dump trucks. fault locating equipment, limb chipper, air compressor, generators, chainsaws, hydraulic tools

Physical Demands

Standing: Constantly

- ☐ Making Presentations
- ☒ Observing Work Site
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Offices/Office Equipment
- ☒ Around Worksite

Lifting: Frequently

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Frequently

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Occasionally

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Rarely

- ☒ Paperwork
- ☒ Monies

Kneeling: Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- ☐ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☒ Stairs
- ☒ Ladder
- ☐ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☐ Reading
- ☐ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Occasionally

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Frequently

- ☒ On Ladder
- ☒ On Equipment
- ☐ On Step Stool

Bending: Frequently

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Occasionally

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public

Other

Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

Click or tap here to enter text.

Primary Work Environment: Other (Specify Below)

Other: Vehicle, Outdoor/Field

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date