



## Job Description Intern - Electric

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**Employment Status:** Temporary

**FLSA Status:** Non-Exempt

**Experience Required:** none

**Minimum Education Requirements:** Currently attending a certificate/degree program in Electrical Distribution or a related field.

**Direct Supervisor:** Electric Superintendent or designee.

**Supervisory Responsibility:** No

**Primary Work Location:** Outdoors within the City of Nixa jurisdiction.

**Certification:** None

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**Job Summary:** Assist in a variety of skilled, journey level electrical installation, maintenance, and repair activities on electrical high voltage overhead and underground transmission, distribution, and service lines for the City of Nixa, MO. **No primary voltage work.**

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### What You'll Do

An employee in this position may be called upon to do any or all of the following essential duties:

- Learn to perform a variety of journey level line worker activities, including installing high voltage connectors, switches, lightning arrestors, street lights, poles, and transformers.
- Replace broken insulators, splice broken lines, construct, and wire substations, pull lines, and test high voltage circuits/ systems.
- Operate aerial bucket truck and other machinery and climb electric poles to reach locations necessary to perform needed installation, maintenance, or repair work.
- Set barricades, signs, and flashers as needed.
- Assist with the hook up of permanent electrical services for City's commercial and residential facilities.
- Set electric meters.
- Learn to troubleshoot energized transmission, distribution, and/or service lines to determine nature of the problem and appropriate corrective action.
- Perform manual switching and other mechanical duties to transfer load between substations to facilitate routine maintenance and emergency repair activities.
- Patrol and inspect substations, transmission/distribution lines, and related equipment locations to ensure system is functioning safely and properly.
- During the internship program, a worker is involved in studying the following; a variety of Local, State, and National electric codes; industry standards for transmission; distribution, and service line installation, construction, maintenance, and repair; and industry safety standards, guidelines, and materials related to electric theory.
- Periodic written and performance tests will be given to assess learning.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned by supervisor.



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### Professional Experience to be Gained

An employee in this class will gain the following knowledge and skills:

#### Knowledge

- Theory and principles of electricity.
- Practices and techniques of electric utility overhead/underground transmission, distribution, and service line installation, maintenance, and repair.
- Established safety standards and industry guidelines/regulations for the tools, equipment, and materials, used in the installation, maintenance, and repair of overhead/underground transmission, distribution, and service lines and associated equipment.
- Occupational hazards and safe work practices.

#### Skills

- Establishing and maintaining effective working relationships with contractors, engineers, other City employees/officials, and the public.
- Determining probable causes of service outages and corrective actions necessary to restore services.
- Performing journey level installation maintenance, and repair work on high voltage overhead/underground transmission, distribution, and service lines.
- Operating a variety of tools and equipment used for the installation, maintenance, and repair of energized/de-energized overhead/underground transmission, distribution, and service lines.

#### Preferred Qualifications

- Demonstrating a strong interest in the field
- Work well independently and with a team



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date