

LINE MAINTENANCE ASSISTANT (Class Code 3882)
TASK LIST – 2025

I. OVERHEAD TRANSMISSION SECTION

1. Drives a variety of utility trucks such as but not limited to bucket trucks, flat rack, stringing equipment, wash equipment, for various tasks, in order to gain access to work sites and complete the assignments.
2. Visually inspects department, owned land areas and appurtenances such as right – of – way roads, culverts, grading and fencing, in order to determine the occurrence of encroachment, damage, homeless encampments, and/or illegal dumping.
3. Manually and visually inspects tower lines and associated hardware such as footings, conductors, insulators, marker lights, spark gaps and environmental hazards and damage, and degradation.
4. Walks, hikes, drives, and flies in a helicopter to tower worksite in order to gain access to work areas often located in rough terrain.
5. Climbs steel and wood poles and towers utilizing safety equipment such as body belts, harnesses, self-retracting lifelines, hooks, hot boots, hardhat, gloves, glasses, and other related PPE, in order to gain access to power transmission lines in a safe manner.
6. Visually inspects tower and power line equipment such as insulators and conductors, and related hardware that hold the equipment, in order to determine necessary repairs to be made and the tools required for completing repair tasks.
7. Verbally communicates with Electrical Distribution Mechanic Supervisor using radio equipment, phone, or via email, in order to determine extent of work and repairs requiring necessary attention.
8. Open right – of- way by removing large obstacles such as brush, stumps, abandoned vehicles and other large debris, by using truck winches, in order to provide open and safe passage of personnel and/or vehicular traffic.
9. Occasionally cleans physical structures such as drains and culverts using shovels, rakes, axes, and picks, in order to clear the right-of-way and ensure access to roads.
10. Operates pump truck equipment by using levers, meters, dials and other hand controls, in order to raise and lower wash hose while maintaining appropriate water pressure.

11. Tests washing water using water resistivity meter in order to insure proper demineralization quality.
12. Secures self against tower structure, by using fall protection equipment in order to perform washing operation, insulator replacement and other necessary maintenance on de-energized circuits.
13. Communicates with ground crew by using hand and verbal signals when they are in a tower or in an area that is difficult to communicate, in order to give and receive work instructions and commands.
14. Washes de-energized tower insulators by using water line and nozzle in order to remove dirt, grime and grit.
15. Visually inspects trucks, wash equipment, aerial lifts, or other transmission-related equipment for possible damage, fluid leaks, and safety violations, in order to prepare for daily work assignments.
16. Visually inspects work area in order to determine proper and safe location of pump/wash equipment for washing energized towers.
17. Manually installs and removes line insulators by using basic hand tools such as pliers, screwdrivers, rigging equipment, in order to complete maintenance assignments on overhead transmission systems.
18. Assists line patrol crews in the installation and erection of transmission tower poles by using various size cranes, tools, safety equipment, transport vehicles, and helicopters, in order to provide the appropriate assistance to the line patrol crews.
19. Assists line patrol crews in the installation of conductor lines, by using various tools, safety equipment, rigging equipment, and a variety of transmission equipment, in order to provide the appropriate assistance to the line patrol crews.
20. Manually installs spacing carts on transmission lines and operates spacing carts by pushing and pulling motions, in order to gain access to work areas between towers.

II. STREELIGHTING SECTION

21. Visually inspects truck and equipment for proper tools, possible damage, and safety violations, in order to prepare for daily work shift.
22. Receives work orders via email or handed to them* from supervisor in order to plan and organize necessary tools and equipment needed for work assignments.

23. Reads work orders in order to determine the type of customer complaints, tools and equipment required and location of daily work activities.
24. Walks to warehouses to obtain equipment such as lamps, glassware, distribution automation equipment, and streetlight hardware, in order to obtain the necessary equipment to perform their daily assignments.
25. Drives aerial lift trucks such as cranes and digger derricks, in order to gain access to work sites.
26. Raises and/or lowers aerial lift equipment using hydraulic levers, in order to gain access to street lighting apparatus such as head units, crossarms, transformers and photoelectric cells.
27. Climbs utility poles using approved fall protection equipment in order to replace and/or services lamps and other appurtenances.
28. Visually inspects low voltage lamps, poles, photoelectric cells, glass globe fuses and avoids proximity of high voltage equipment, in order to determine necessary maintenance to be performed.
29. Tests streetlight wiring for grounds by using test tools such as amprobes, multimeter, and voltmeters, in order to determine the cause of trouble.
30. Washes and cleans streetlights, reflectors and glassware using cleaning materials such as solvents, brushes, and cloths in order to remove dirt, grime and grit.
31. Covers photoelectric cells, trips single pole low voltage relays and turns remote control switches on/off by hand, in order to determine location of trouble or needed maintenance.
32. Cleans switch equipment contacts with emery cloth, in order to improve contact surfaces.
33. Manually adjusts shields on photoelectric cells in order to increase or decrease light intensity upon the photocell.
34. Writes or enters into computer work description reports in order to provide written documentation of daily work and activities to their supervisor.
35. Writes or enters into computer accident reports, in order to provide written documentation of accidents or mishaps that occur during the course of work activities.
36. Install and remove ornamental street light post and wood poles/anchors, in order to upgrade street light systems.

37. Install and remove secondary conductors and guy wires including stringing operations, in order to upgrade street light systems.
38. Installation of fibers, jumpers and connectors on secondary street light circuits, in order to ensure proper street lighting in the areas needed.
39. Installation, maintenance, and replacement of steel, wood, and fiberglass crossarms, in order to maintenance or install new/existing street light circuits.
40. Replace residential single-phase service up to 1/O triplex, in order to upgrade residential services and ensure they comply with new regulations.
41. Install secondary risers and cables i.e. AT&T, socket type meters, secondary cables (synthetic only), in order to feed electricity to new or existing street light circuits.
42. Troubleshoot and repair of trouble complaints i.e. circuit breaker/fuses, meter socket and service reattachments, in order to ensure continuity of services to the customer.
43. Works in an underground substructure and identifies the location and performs test procedures, in order to enter and work in the vault safely.
44. Work with line crews and Patrolman replacing pole-to-pole secondary, transformers, crossarms, insulators and related hardware during trouble outages, in order to restore continuity of services.
45. Installs and removes outdoor area lights (OAL's) on public and private property by using proper PPE, tools, and related equipment, in order to facilitate the street lighting requested by customers.