

Temporary Apprentice Lineworker

Department: Line Crew

FLSA Status: Non-Exempt

Grade/Level: NA

Work Schedule: 7:30 a.m. - 3:30 p.m.

Assists in outages and trouble calls after regular working hours as directed or required.

Job Status: 1,000 Hours

Reports To: Operations Manager

Amount of Travel Required: minimal

Positions Supervised: None

POSITION SUMMARY

Assist in the maintenance or construction of the electrical power or distribution systems. May erect poles and overhead conductors or work on the installation of underground primary and secondary cable. To provide service to the membership by providing efficient construction, operation and maintenance of the distribution system. To practice and promote the safest possible working conditions through strict adherence to established safety rules and practices.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Constructs, repairs and maintains energized and de-energized distribution and service lines, substations and transformer banks and all other electric utility plant and apparatus. Sees that Cooperative's vehicles, equipment and supplies, and personal tools are in safe working condition and are used in a safe manner, kept neat and clean; that all safe driving rules and regulations are strictly adhered to; and advises appropriate personnel of needed repairs and maintenance
- Keeps familiar with and proficient in performing first aid, artificial respiration and pole top resuscitation and rescue.
- Reads, sets, connects, disconnects and removes single phase and polyphase meters as requested or required.
- Reads staking sheets and assists in assembling material for construction of work orders.
- Must be thoroughly familiar with all safety rules and regulations and see that they are carried out in the performance of his/her duties and those under his/her supervision.
- Must be proficient in the handling of tools, ropes, tackle and rigging.
- Notifies his/her immediate supervisor of any work performed without prior approval when circumstances necessitate and submits sketches of completed work to his/her immediate supervisor.
- Participates in activities of employee committees, job training and safety programs, and monthly employee meetings.
- Assist in the clearing of right-of-way as required.
- Practices job safety; makes every effort to protect public and private property at all times and sees that those working with them also do this.
- Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refers them to the proper person.
- Observes lines and reports to the Supervisor any needed maintenance when going to and from the job or takes any corrective action required. Reports any unsafe conditions to his/her supervisor immediately.
- Must be familiar with operation of sectionalizing equipment, regulators, by-pass switches and the proper fusing thereof, and distribution layouts, feeds and circuits.
- Maintains supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory.
- Participates, as a member of the leadman's crew, in the planning of day-to-day work and makes any suggestion that will be helpful in the performance of the work.
- Keeps informed of the Cooperative's policies and procedures, which affect his/her area of work.
- Prepares time sheets, mileage reports, material tickets, connect and disconnect tickets as required.
- Operates equipment in substations, including switching of transmission and distribution feeds with supervision of power supplier.

- Reports any damage to equipment, tools material, or any property owned by the Cooperative, no matter how minor.
- Reports any damage done to public property by Cooperative equipment or personnel, no matter how minor.
- Reports any injury to his/her immediate supervisor and fills out the appropriate paper work. Job requires exposure to adverse weather elements at times. There may be requirements, in emergency, to do heavy lifting, be in an awkward work position and exposed to hazards.
- Abides by the policies of the Cooperative and conducts himself/herself in a professional manner at all times while representing the Cooperative.
- Maintain a neat dress and personal appearance when performing duties related to his/her employment by the Cooperative.
- Perform such other activities as directed or required by his/her supervisor.

POSITION QUALIFICATIONS

- Accuracy - Ability to perform work accurately and thoroughly.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Judgment - The ability to formulate a sound decision using the available information.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Organizational Knowledge - Abides by the policies of the Cooperative and conducts himself/herself in a professional manner at all times while representing the Cooperative.
- Member Oriented - Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refers them to the proper person.
- Appearance - Appearance is neat, clean and presentable for regular public contact, and meets codes and standards established by the organization.

SKILLS & ABILITIES

Education : High school diploma and graduate of Electric Power Distribution course.

Experience : Must have demonstrated quality work, production, and co-worker working relationships.

Computer Skills: Ability to use map system software on electronic devices while in the field.

Certificates & Licenses

Must hold a valid operator’s driving license for all fleet vehicles. Keeps familiar with and proficient in performing first aid, artificial respiration and pole top resuscitation and rescue.

Must possess applicable and valid driver’s licenses (CDL) and successfully pass pre-employment physical.

Physical Requirements

Strength	Medium-heavy work. Lifting and carrying up to 125 lbs, pushing up to 75 lbs., pulling up to 120 lbs. into the air vertically occasionally; 10-25 pounds frequently; or up to 10 pounds constantly. May include walking and or standing frequently even though weight is negligible. Can include pushing and or pulling of arm and or leg controls.
Climbing	Occasionally. Ascending or descending poles, ladders, stairs, scaffolding, ramps and the like, using feet and legs or hands and arms. Body agility is important.
Balancing	Occasionally. Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
Stooping	Occasionally. Bending downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles
Kneeling	Occasionally. Bending legs at knees to come to rest on knee or knees

Crouching	Occasionally. Bending body downward and forward by bending legs and spine
Crawling	Occasionally. Moving about on hands and knees or hands and feet
Reaching	Frequently. Extending hand(s) or arm(s) in any direction
Handling	Frequently. Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears
Fingering	Frequently. Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
Talking	Frequently. Expressing or exchanging ideas by means of the spoken word to impart oral information to coworkers, members, or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly
Hearing	Frequently. Perceiving the nature of sounds by ear
Near acuity	Frequently: Clarity of vision at 20 inches or less
Far Acuity	Clarity of vision at 20 feet or more

WORK ENVIRONMENT

Must be able to work in adverse weather conditions, endure heavy lifting, work in excavated trenches which may have water or muddy conditions, work in awkward positions and handle working in hazardous conditions.

Prepared by: _____ Date: _____

Manager Signature: _____ Date: _____

CEO Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.