

APPRENTICE LINEWORKER

1 POSITION FUNCTION

- (a) To supply the present and future electrical service needs of its consumers in an efficient and economical manner.
- (b) To provide for effective and efficient operations, maintenance and construction activities on energized or de-energized lines with or without supervision.
- (c) Under the direction of the LineCrew Foreman, the Lineworker is responsible for building, maintaining, and repairing overhead and underground power distribution lines, and overhead transmission lines within the scope of his/her training and certification in a safe and efficient manner within accepted operations standards.

2 RESPONSIBILITIES AND AUTHORITIES

Within the limits of approved BDEC policies, operating guides and procedures assumes responsibility and has commensurate authority for the following activities:

- (a) Investigates and remedies service interruptions and assists in evaluating the cause of the interruption to assure prompt restoration of service to customers and continued service reliability.
- (b) Participates in the construction of distribution lines and services as assigned to provide new or improved service to our customers.
- (c) Performs maintenance activities on energized or de-energized lines to keep the system in a safe and operable condition.
- (d) Assists in analyzing and evaluating operation and maintenance activities relative to customer facilities and assists in investigation and resolution of service problems to assure that installations and services are made in compliance with required specifications and to maintain customer confidence and satisfaction with our electric service delivery.
- (e) Conducts line patrol activities and takes corrective actions as deemed necessary to assure safe and reliable service to customers.
- (f) Performs switching procedures when deemed necessary or as directed to facilitate operations.
- (g) Installs sectionalizing equipment and assists with maintenance to provide continued reliable service within the required specifications.
- (h) Hooks up single-phase and multi-phase transformer connections using the correct configuration to assure end user of proper voltage levels.
- (i) Maintains security and street lighting and promotes the installation of improved lighting equipment to provide for a safe, secure environment during the evening hours.
- (j) Coordinates and oversees the work of outside contractors when assigned to assure compliance with required specifications and safe working conditions.

- (k) Makes frequent checks of tools and protective equipment and submits recommendations for replacing defective materials to assure that they are safe and operable.
- (l) Assists in the maintenance of vehicles and equipment assigned to work unit to assure that they are safe, operable and that the required documentation is completed.
- (m) Maintains material inventories and completes required documentation for assigned vehicle and projects to assure proper material records are kept.
- (n) Attends and participates in safety meetings to become aware of safety rules and regulations and to help assure that safe working practices are followed and a safe working environment exists for the individual, fellow employees and customers.
- (o) Maintains a current knowledge of first aid, CPR and other life saving techniques and performs these techniques as necessary to ensure that prompt attention is given to co-workers during emergencies.
- (p) Assures the maximum productive use of personnel, materials and equipment on assigned projects consistent with approved specifications and in compliance with established safe working practices and policies to assure a safe and productive work environment.
- (q) Maintains current knowledge of equipment, RUS specifications, OSHA regulations, mapping system, and other operational and regulatory systems related to the responsibilities of the position.
- (r) Keeps informed of and provides support for Cooperative goals, policies, plans and programs to assist the Cooperative in providing services which meet the expectations of our customers and to allow the Cooperative to continue to be a positive influence within its service area.
- (s) Scheduled on call time is required.
- (t) In addition to these responsibilities, may be assigned to perform other duties from time to time.

3 EDUCATION

- a) High school diploma or equivalent required.
- b) Graduation from vocational/technical school in power line studies, or equivalent experience required.
- c) Prior experience and certification is required to qualify for Apprentice Lineworker II, III at entry; training requirements and experience as outlined in the attached Apprentice Lineworker Training Program are required to move from one level to another.
- d) North Dakota Class A CDL driver's license is required and current ND Medical Examiner Certificate. Must have and maintain an insurable driving record

4 KNOWLEDGE

Must possess a working knowledge of the construction, operations, and maintenance of electric distribution lines, both overhead and underground, including meters, transformers, voltage regulators, capacitors, sectionalizers, and oil circuit reclosers; REA Construction specifications and a portion of the National Electric Safety Code. Must have sound knowledge of the proper and safe use of the tools and equipment used in line construction and maintenance of both energized and de-energized lines. Must have a thorough knowledge of first aid and CPR. Should be willing to attend courses relating to his/her area of work.

5 ABILITIES AND SKILLS

Must be skilled in underground and overhead line operation, in pole climbing, in operation of line construction equipment and in using lineworker tools while working on the ground, on a pole and from a bucket truck. Must be skilled in properly and safely working with live conductors of all voltages. Must be skilled in all work required in connection with the installation of materials, apparatus, and equipment used in the construction and maintenance of electric distribution lines. Must have a Commercial Driver's license or be able to obtain one within 90 days of employment.

Ability to effectively read and follow operations and safety manuals. Ability to follow directions and work with others as assigned. Ability to communicate and work with others to solve problems is required.

6 WORKING CONDITIONS

Outside work in all kinds of weather. Some heavy lifting required. Overtime may be required. Must be available for work after normal office hours.

7 PHYSICAL REQUIREMENTS

Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling and reaching majority of the time. Majority of time spent out-of-doors. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust and dirt. Safety equipment required. Must be able to communicate with individuals. Must be able to read, write and do arithmetic. Must be able to present information to others and work under stress.

8 PERSONAL CHARACTERISTICS

Performs the essential functions and elements of this position competently, following an initial orientation period. Work may be varied; problems are difficult, and methods and procedures are defined, and judgment is required to apply them to work. Personal characteristics to include: a team player, high integrity, good personal habits, good work habits, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

9 WORKING RELATIONSHIPS

(a) Department

Operations. This department is responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member consumer. This includes construction and maintenance of electric distribution equipment & facilities. Resolving emergency/ hazardous conditions, resolving consumer trouble calls, and developing system upgrades for system. There are also contacts with the power supplier, consulting engineers and other people involved in the utility business.

(b) Reporting Relationships

The Apprentice Lineworker has no direct supervisory authority, although the Apprentice Lineworker may be given functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Operations Manager.

(c) Coordinates or cooperates with:

(1) Internal

- (i) Foreman – Works with foreman and other journeymen or apprentice linemen in a lead position.
- (ii) Operations Manager – Requests advice and assistance and confers on operational and personnel problems; provides advice, assistance and information on employee development, work planning, policy planning, and other areas as assigned.
- (iii) Managers & Supervisors – Works with all department managers and supervisors to coordinate electrical requirements. Exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.
- (iv) Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.

(2) External

- (i) Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.
- (ii) General Public - Presents a friendly, courteous image for the Cooperative.
- (iii) Power Companies and Other Cooperatives – Exchanges information that would be mutually beneficial and to maintain good working relationships, particularly with power supplier's dispatch and control center.
- (iv) Legal and Regulatory Agencies - Maintains professional relationships with agencies and organizations involved in safety and other applicable regulations.