



Apprentice Lineman
Position Description
Effective: November 2020

Classification:	Union	FLSA Status:	Non-Exempt
NRECA Job Code:	35-3611	Employment Status:	Full-time
Department:	Operations	Location:	New England
Reports To:	Operations Manager	Supervises:	N/A

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

This position constructs and repairs electric distribution and transmission line of the cooperative in efficient operating order. Install lightning arrestors, circuit breakers, regulators, transformers and other equipment as necessary. Work on energized lines using approved gloving methods and hotline tools and respond to outage calls.

QUALIFICATIONS AND EXPERIENCE:

High School education or equivalent and Completion of a one-year line worker training course required. On-the-job training records will be maintained as apprentice works under direct supervision of journeyman at all times until certification requirements are completed. A valid North Dakota Commercial Driver's license (CDL), including air brake endorsement, or ability to obtain within 90 days of hire, is required.

CORE COMPETENCIES:

1. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
2. Review and abide by established policies and procedures of the cooperatives and associated entities.
3. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the Cooperative safety rules and procedures.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within the cooperative and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside the cooperatives and associated entities.
7. Support the Cooperative's mission by staying current with information to cultivate and positively project The Cooperative's philosophy.
8. Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
9. Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

1. Assists in performing routine line work, both underground and overhead construction and maintenance on energized and de-energized lines. Complies with all safety precautions when observing the opening and closing of energized lines.
2. Under direction of journeyman lineman:
 - a. sets poles, installs cross-arms, hardware, transformers, anchors and guys, climbs poles and works out of bucket trucks.
 - b. installs lightning arrestors, circuit breakers, regulators, air break switches, sectionalizers, by-pass

- switches and other special equipment.
- c. responds to trouble calls to restore power outages and troubleshoot problems, completing accurate forms as required.
- d. performs line patrol, inspecting lines, poles, insulators and other equipment for damages or unsafe conditions. Performs distribution and transmission substation maintenance.
- 3. Maintains working knowledge of SEC and RUS specifications and the National Electrical Safety Code. Reads and interprets SEC system maps and staking sheets.
- 4. Prepare accurate records such as material tickets, staking sheets, outage reports, and other records as needed. Completes accurate and thorough service orders for all consumer service builds and maintenance work.
- 5. Responsible for daily inspection, service and minor maintenance of assigned vehicles and equipment. Advises supervisor of maintenance needs.
- 6. Assists Staking Engineer with staking electrical lines and departmental paperwork as directed.
- 7. Connects and disconnects consumer meters when directed and submits completed paperwork to supervisor.
- 8. Keys daily time, being responsible for proper account number and mileage as required.
- 9. Performs other tasks and assumes other responsibilities as assigned by supervisor.

PHYSICAL REQUIREMENTS:	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen, and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking:				X
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs				X
Lifting: Able to lift a maximum of 50 pounds from the floor			X	
WORKING CONDITIONS:	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office		X		
Indoors, Warehouse/Shop		X		
Outdoors, Moderate/Extreme Weather Conditions				X
Working at Heights greater than 5 feet above the ground.			X	

REMARKS:

I have read my Position Description and understand my assigned responsibilities, and have been given a copy of this Position Description. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____
Employee *Date*

Approved by: _____
Manager of Operations *Date*