

KEM Electric Cooperative, Inc.

POSITION DESCRIPTION

Position Title:	Apprentice Lineman	NRECA #	15Q
Date Approved:	March, 2015	Pay Classification:	Non-Exempt
Employment Status:	Temporary	Department:	Operations
FLSA:	Non-Exempt	Location:	Linton
Supervisor:	Line Foreman or Lead Lineman		
Supervise:	None		

DISCLAIMER:

This is not intended to create a contract or be an all-inclusive list of duties. This description may be changed at anytime without notice. All prior position guides or descriptions for the above listed position are hereby revoked and superseded.

PURPOSE FOR THE POSITION:

To provide efficient service in line construction, operations and maintenance work; to perform such work as directed and to be familiar with required construction and maintenance practices and procedures. Additionally to provide maximum service to the membership by good construction and maintenance practices and proper handling of member complaints. And, lastly to develop increased member and public understanding and acceptance of the cooperative's plans, policies and programs.

CORE COMPETENCIES:

1. Punctual and conscientious about work hours and perform overtime when requested. Communicate with supervisor when unable to work at the appointed time.
2. Accepts responsibility for the duties of position. Work diligently toward complete accurate work assignments.
3. Develop the necessary skills and knowledge to perform the duties of the position. Attend meetings and seminars as directed.
4. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
5. Review and abide by established policies and procedures of the cooperative.
6. Promote safety in every activity and attend scheduled tailgating and safety meetings as directed. Become familiar with and abide by the REC safety rules and procedures.
7. 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.
8. Accept and adapt positively to changes in your position and with the cooperative. Develop a commitment to accept ongoing change.
9. Be a positive influence within the outside the cooperative.
10. Support the cooperative's mission by staying current with information to cultivate and positively project the cooperative's philosophy.
11. Assist as needed in cooperative system emergencies such as bad weather by contacting the cooperative to offer assistance.

APPRENTICE LINEMAN

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ESSENTIAL JOB FUNCTIONS:

KEM Electric Cooperative reserves the right to change or modify the duties and essential functions of this position at any time. Performs the following activities in construction and maintenance of overhead line facilities as directed by the supervisor to whom assigned, under direction of the journeyman lineman in cooperative with other members of the crew.

1. Digs pole and anchor holes and installs anchors.
2. Frames poles and makes up down guys.
3. Assists in the erection and alignment of poles.
4. Sends tools and material to lineman on poles.
5. Sets up reels and assists in wire stringing operations.
6. Patrols lines when required.
7. Loads and unloads poles, transformers and other materials.
8. Trims and cuts trees and brush and disposes of debris.
9. Pays attention at all times to linemen in order to tell them of their position relative to energized lines.
10. Assists in setting and removing meters, transformers and sectionalizing equipment.
11. Assists in retiring line and dismantles all material for return to warehouse.
12. Operates trucks, diggers, aerial baskets and snowmobiles.
13. Assists in servicing and repairing of sectionalizing equipment and transformers.
14. Assists in staking line as required or directed.
15. Visually inspects line while going to and from work and reports to supervisor any maintenance required or repairs line as required.
16. Strings armor rods and ties in conductors of all sizes on poles or structures.
17. Frames and installs on the ground or in the air pole assemblies.
18. Assists in splicing broken conductors, resetting broken poles, replacing damaged electrical apparatus and facilities and performs other construction, operation and maintenance work as directed or required.
19. Under the direction of a journeyman lineman operates all equipment assigned in a workmanlike and safe manner and reports to supervisor any repairs or changes necessary.
20. Assists in minor repairs and servicing of trucks and equipment.
21. Cleans general office building as directed.
22. Attends and participates in departmental and safety and job training meets.
23. Promotes good public relations through participation in civic groups and by taking advantage of every opportunity to gain public understanding and acceptance of the cooperative's plans, programs and objectives.
24. Abides and rigidly observes all safety practices.
25. Assists in collecting delinquent accounts as directed.
26. Reports to supervisor the need for repairs to tools and transportation equipment.
27. Assists in answering trouble calls after normal working hours, Saturdays, Sundays and holidays as requested or directed and keeps line superintendent informed of your availability.
28. Assists in promoting the member services and conservation program by acquainting the members with new and more efficient uses of electricity to make rural living easier and more productive.

OTHER DUTIES AND RESPONSIBILITIES:

Duties included in this position description and any other activities as required or directed.

The above statements are intended to describe the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for personnel in this position.

APPRENTICE LINEMAN

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KNOWLEDGE, SKILLS AND ABILITIES:

Must have a good attitude toward self, people and others and a quick, positive response to changing situations.

Understands the concept of providing quality service to REC members and employees and agrees to maintain a continuing commitment to superior service.

WORKING CONDITIONS:

- Must be able to traverse over many different obstacles and terrain.
- Working primarily outside under all weather conditions and terrains. Must be physically able to climb poles, lift and carry heavy equipment and work in awkward positions.
- Lifting 100 lbs. maximum and frequent lifting and/or carrying of objects weighing up to 50 lbs.
- Work outside under all weather conditions and terrain. Job is considered "outside" if the worker spends approximately 75% or more of the time outside.
- Subject to irregular hours and being on call periodically. Employees in this position shall live within a reasonable distance of the reporting site.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

<i>PHYSICAL DEMANDS</i>	<i>FREQUENCY EXAMPLES</i>
Standing	Frequently stands while working
Walking	Frequently from truck to job
Sitting	Frequently sits in truck traveling to job
Lifting, Carrying	Frequently lift & carry materials
Twisting, Reaching Pushing, Pulling	Frequently reach & twist. Push, pull up to 100 lbs.
Climbing	Frequently climbing in & out of vehicle and bucket, climbing poles, climbing in & out of trench, climb stairs
Kneeling, Crawling	Occasionally kneel & crawl around URD cabinets, etc.
Talking	Frequently talk with members, co-workers, and the general public.
Hearing	Frequently receives calls on radio, discuss situations with work crew.
Visual ability	Frequently inspect written material for job.
Bending, Stooping	Occasionally bend & stoop retrieving material
Gripping, Grasping	Frequently grip & grasp tools
Other physical demands	Occasionally
<i>WORKING CONDITIONS</i>	<i>FREQUENCY EXAMPLES</i>
Exposure to Outdoor Conditions	Frequently work outdoors in variety of weather conditions

APPRENTICE LINEMAN

Position Description

Extreme Noise	Occasionally with tools and work equipment
Moving Parts & Equipment	Occasionally with trencher, diggers, winches
Electric Shock	Frequently near high and/or low voltage
High Exposed Places	Occasionally climbing poles or working out of bucket
Exposure to Chemicals	Occasionally work with cable cleaner, transformer oil, etc.
Vehicular Traffic	Frequently driving to and from work sites. Occasionally work near shoulders of roads
CRT Screens (Monitors)	Occasionally while entering data into computer system
Slippery Conditions	Occasionally encounter ice, snow and rain
Other Environmental Conditions	Occasionally encounter unfriendly animals & reptiles

LANGUAGE SKILLS:

Must have developed language skills to:

- Speak and write clearly and listen carefully.
- Read and understand instructions, safety rules, etc.
- Communicate well with many different kinds of people.
- Skillfully use line tools and equipment.
- Read staking sheets, interpret assembly units.

SAFETY TRAINING:

Employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative's safety manual that pertain to their respective job assignments.

Employees shall attend regularly scheduled safety training meetings for training in all areas that pertain to their respective job assignments. Employee shall be qualified in basic first aid, CPR, and pole top rescue. Employee shall have a fundamental knowledge of safe driving responsibilities and emergency Mayday procedures.

TO DO THIS JOB, YOU MUST HAVE THE FOLLOWING LICENSES OR CERTIFICATIONS BEFORE BEING HIRED:

Valid CDL license required including air brakes.

EDUCATION AND/OR EXPERIENCE:

High School education required. Completion of a one-year line worker training course is preferred. Enrollment in Apprenticeship coursework is required as part of apprenticeship agreement. On-the-job training records will be maintained as apprentice works under direct supervision of journeyman at all times until certification requirements are completed.

INTERPERSONAL ABILITIES:

- Requires the ability to establish and maintain effective professional relationship with both internal and external customers.
- Requires prompt and predictable attendance in order to insure uninterrupted service to internal and external customers.

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The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable.

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: _____
Employee Date

Approved by: _____
Line Superintendent Date