

ROUGH RIDER ELECTRIC COOPERATIVE INC.

Hazen/Dickinson, North Dakota

APPRENTICE LINEMAN

Position Description

Effective: October 2013

Classification: Line Crew
NRECA Job Code: 15Q

FLSA Status: Non-exempt
Employment Status: Full-time

REPORTS TO: Operations Manager, Line Superintendent, Assistant Line Superintendent, Working Foreman, Journeyman Lineman

SUPERVISES: None

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. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

To learn to construct, maintain and repair electric distribution and transmission line of the cooperative. This includes installation of 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. Contacts with members and the general public are to be conducted in a manner that will, to the extent possible, create a sense of good will toward the Cooperative. Have an interest in and an enthusiasm for high quality performance and service to the member.

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. Accept responsibility for the duties of your 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 within the Cooperative. Develop a commitment to accept ongoing change.
9. Be a positive influence within and 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.

ESSENTIAL RESPONSIBILITIES:

1. Assists in performing routine line work, both underground and overhead construction and maintenance on energized and de-energized lines.
2. Complies with all safety precautions when observing the opening and closing of energized lines. Performs same under direct supervision of journeymen lineman.
3. Under direction of journeyman lineman, sets poles, installs cross-arms, hardware, transformers, anchors and guys, climbs poles and works out of bucket trucks.
4. Under direction of journeyman lineman, installs lightning arrestors, circuit breakers, regulators, air break switches, sectionalizers, by-pass switches and other special equipment.
5. Under direction of journeyman lineman, operates bucket trucks, digger derricks and trenchers. Uses all types of fault locators and cable locators.
6. Under direction of journeyman lineman, responds to trouble calls to restore power outages and troubleshoot problems, completing accurate forms as required.
7. Under direction of journeyman lineman, performs line patrol, inspecting lines, poles, insulators and other equipment for damages or unsafe conditions. Reports same to supervisor.
8. Under direction of journeyman lineman, performs stand-by duties for power restoration and associated problems during and after normal working hours and on weekends and holidays.
9. Under direction of journeyman lineman, installs and repairs sodium lights and street lighting.
10. Under direction of journeyman lineman, performs distribution and transmission substation maintenance.
11. Under direction of journeyman lineman, performs right-of-way maintenance, trimming

and chipping trees as required.

12. Maintains and working knowledge of REC and RUS specifications and the National Safety Code. Reads and interprets REC system maps and staking sheets.
13. 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.
14. Prepares time sheets and submits to supervisor for approval. Responsible for proper account number, activity code, work order number, and equipment mileage or hours as required.
15. Responsible for daily inspection, service and minor maintenance of assigned vehicles and equipment. Advises supervisor of maintenance needs on vehicles, tools, and other equipment. Ensures that cooperative tools and equipment are properly maintained, kept orderly and stored securely.
16. Assists Staking Engineer with staking electrical lines and departmental paperwork as directed. Provides information to Staking Engineer of line additions, corrections, and retirements to keep system maps current.
17. Reads, connects and disconnects consumer meters when directed and submits completed paperwork to supervisor.
18. Collects delinquent consumer bills as directed.
19. Maintains a thorough working knowledge of first aid, CPR and pole top rescue.
20. Shows concern for consumer property and insures all work areas are left in a clean and safe condition.
21. Operates vehicles and other equipment in safe manner; wears seatbelt at all times, observes all traffic laws and safety regulations.
22. Advises Member Service Department of any known need for promotional services including new home construction and remodeling; promotes increased use of electricity and adequate wiring in all contacts with consumers.
23. Works with supervisor in development of policies and procedures. Suggests changes for improving the effectiveness and efficiency of the team.
24. Performs other tasks and assumes other responsibilities as assigned by supervisor.

TO DO THIS KIND OF WORK, YOU MUST BE ABLE 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

PHYSICAL DEMANDS:

Summary:

Work 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.

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 site
Sitting	Frequently sits in truck traveling to job site.
Lifting, Carrying	Frequently lift & carry materials, loading truck and at job site
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 to line dpt.
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 at job site
Gripping, Grasping	Frequently grip & grasp tools
Other physical demands	Not Applicable
<i>WORKING CONDITIONS</i>	<i>FREQUENCY EXAMPLES</i>
Exposure to Outdoor Conditions	Frequently work outdoors in variety of weather conditions
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)	Not Applicable
Slippery Conditions	Occasionally encounter ice, snow and rain
Other Environmental Conditions	Occasionally encounter unfriendly animals & reptiles

WORKING CONDITIONS:

Outside: Work outside under all weather conditions and terrain. Job is considered "outside" if the worker spends approximately 75 percent 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.

LANGUAGE SKILLS:

Must have developed language skills to the point to be able to:

- Read and understand instructions, safety rules, etc.
- Write reports with proper format, punctuation, spelling and grammar, using all parts of speech
- Speak with poise, voice control, and confidence using correct English and well-modulated voice.

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.

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.

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.

REMARKS:

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 by: _____
Employee _____
Date

Approved by: _____
Human Resources _____
Date