

JOB DESCRIPTION

Job Title: Journeyman Lineworker
Department: Operations Department
Reports To: Area Foreman or Lead Lineworker
FLSA Status: Non-Exempt
Approved Date: July 2017

SUMMARY. To provide skilled workmanship for construction, retirement, operation and maintenance of electric distribution lines in a manner that produces maximum results in quality electric service to members.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Participates in construction, retirement, upgrade and modification of electric distribution lines and services as assigned.
- Performs maintenance activities on energized or de-energized lines and services as assigned to keep the system in a safe and operable condition.
- Investigates and remedies service interruptions and assists in evaluating the cause of the interruption to assure prompt restoration of service and continued service reliability.
- Assists in analyzing and evaluating operation and maintenance activities relative to service 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 member confidence and satisfaction with their electric service.
- Sets voltage regulators, conducts scheduled voltage and load surveys, assists in the preparation of analysis reports and takes corrective action as needed to maintain voltage levels within specifications.
- Conducts line patrol activities and takes corrective actions as deemed necessary to assure safe and reliable service.
- Performs switching procedures when deemed necessary or as directed to facilitate operations.
- Installs sectionalizing equipment and assists with maintenance to provide continued reliable service within the required specifications.
- Completes single-phase and three-phase transformer connections using the correct configuration to assure end user of proper voltage levels.
- Locates and marks underground cable routes as requested to allow others to safely dig without service interruption or cable damage.
- Directs the work activities of Apprentice Lineworker as assigned and assists in the on-the-job training of Apprentice Lineworker to insure safe working practices are followed and to adequately prepare them for their duties as a Journeyman Lineman.
- Maintains security and street lighting and promotes the installation of improved lighting equipment for the benefit of the members.
- Makes secondary breaker changes and reconnects, disconnects, installs and removes meters as requested in a timely manner.
- Coordinates and oversees the work of outside contractors when assigned to assure compliance with required specifications and safe working conditions.

- Makes frequent checks of tools and protective equipment and submits recommendations for replacing defective materials to assure that they are safe and operable.
- Assists in the maintenance of vehicles and equipment as assigned to ensure they are safe to operate and that the required documentation is completed.
- Maintains material inventories and completes required documentation for assigned vehicle and projects to assure proper material records are kept.
- 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 Cooperative personnel and the public.
- 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 during emergencies.
- 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.
- Collects from members with overdue accounts as directed by the Consumer Relations Department.
- Complies with all federal, state and local laws dealing with safe working practices, hazard communication, electrical code, environmental concerns, etc. Complies with RUS, National Electric Safety Code, OSHA and other rules and specifications.
- Maintains Commercial Drivers License (CDL) and notifies immediate supervisor if CDL has been suspended, revoked or canceled, or if driver has been disqualified.
- Keeps informed of and provides support for Cooperative goals, policies, plans and programs to assist the Cooperative in meeting the expectations of our members and to allow the Cooperative to be a positive influence within its service area.
- Reports to Area Foreman equipment or tools in need of repair or replacement.
- Analyzes activities to determine areas of improvement. Develops recommendations to Area Foreman for department improvements.
- Remains on-call, as assigned, to respond to trouble calls after regular working hours.
- Strives for self-improvement of on-the-job skills.
- Possesses a good command of the English language.

SUPERVISORY RESPONSIBILITIES. Apprentice Lineworker, seasonal or temporary employees of the department and subcontractors as assigned.

COMPETENCIES. To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving. Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.

Technical Skills. Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service. Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills. Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication. Responds well to questions; Participates in meetings.

Written Communication. Able to read and interpret written information.

Teamwork. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Supports everyone's efforts to succeed.

Leadership. Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

Cost Consciousness. Conserves organizational resources.

Ethics. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support. Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities.

Judgement. Exhibits sound and accurate judgment.

Motivation. Demonstrates persistence and overcomes obstacles.

Planning/Organizing. Prioritizes and plans work activities; Uses time efficiently.

Professionalism. Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.

Quality. Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity. Completes work in timely manner; Strives to increase productivity.

Safety and Security. Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability. Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality. Is consistently at work and on time.

Dependability. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

Initiative. Asks for and offers help when needed.

Innovation. Meets challenges with resourcefulness; Generates suggestions for improving work.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education. Associate's degree (A. A.) or equivalent from two-year college or technical school; and successful completion of a qualified four-year Journeyman Lineworker training program such as the Dennis Merchant Apprentice Lineman Training Program.

Experience. Four years experience, as an Apprentice Lineworker is required. An additional two years of experience in power line construction and maintenance may be substituted for vocational/technical education.

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills. N/A

Certificates, Licenses, Registrations. First Class Journeyman Lineworker Certificate and Commercial Drivers License (CDL).

Other Skills and Abilities. To properly and safely operate all vehicles, power-operated equipment and testing equipment used in the completion of daily work assignments.

Other Qualifications. N/A

Physical Demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to outside weather conditions and risk of electrical shock. The employee is frequently exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually loud.

EEO & ADA ACKNOWLEDGEMENTS. The Cooperative is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Cooperative will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

DISCLAIMER. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

AFFIRMATIVE ACTION PROGRAM REVIEW. A review of this position description and the physical and mental qualification standards for this position was completed during the month of July 2017. No changes were deemed necessary.