

Position Description – December 2017

Apprentice Lineman

I. **OBJECTIVE:**

- A. To acquire the skills and knowledge necessary to perform all activities required for the construction, maintenance, and operation of overhead and URD distribution and transmission lines and substations under the direct supervisor of qualified foreman or lineman.
- B. To successfully complete the necessary training to acquire skills and knowledge by studying and finishing the Lacreek's four-year Journeyman Lineman program.

II. **REPORTING RELATIONSHIPS:**

- A. Reports to: Operations Manager, Line Foreman, or Assigned Supervisor

III. **RESPONSIBILITIES AND AUTHORITIES:**

- A. To acquire the skills and knowledge and to perform assigned duties in connection with the operation and maintenance of overhead and URD distribution and transmission lines under the direct supervision of qualified lineman or foreman, utilizing safe working habits, along with the following activities:
 - 1. Learns to climb poles, under supervision.
 - 2. Installs and disconnects meters.
 - 3. Trims trees and clears brush.
 - 4. Assists in the maintenance of transformers and regulators, breakers or other special equipment.
 - 5. Assists in the hauling, unloading and storage of poles, materials and other equipment.
 - 6. Under supervision, performs hotline assignments.
 - 7. Patrols and repairs electric lines for routine maintenance, troubleshooting or checking for causes of outages. Check for such items as broken insulators, bad poles, damaged conductors, condition of cross-arms, loose hardware, grounds and URD faults.
 - 8. Performs all phases of line construction work overhead and underground, including the digging of holes, framing, setting and tamping of poles.
 - 9. Be familiar with the considerable hazards that exist in the form of falls, electric shock, electric flash, fall objects, and traffic. Familiar with the use of protective and safety equipment.

10. Keeps fully informed regarding care of hotline tools and knows procedure for their use. Must be able to identify such items in sequence of use. Must know when equipment grounding is required.
 11. Informs supervisor of all accidents immediately.
 12. Reports all hazardous conditions whether member of cooperative related.
 13. Keeps crew foreman advised of location when away from headquarters or when not available for duty in the event of an emergency.
 14. Becomes knowledgeable and utilizes computers and other assigned equipment.
 15. Operate two-way radio.
 16. Learns how to and complete all types of reports such as time reports, staking sheets, meter orders, transformer orders, etc.
 17. Learns and practices first aid, artificial respiration, CPR, and pole top resuscitation.
 18. Becomes familiar with policies and safety manuals and implements changes as appropriate.
- B. Performs personally the following common to all production and maintenance employees:
1. Sees that trucks, tools, and equipment assigned is in good working order.
 2. Participates in job safety and training.
 3. Complies with Lacreek safety rules and regulations, operates all transportation equipment in a safe manner and looks out for the safety of others.
 4. Keeps informed about the cooperative and its policies, plans, and programs.
 5. Promotes efficient use of electric energy.
 6. Exercises reasonable care in the use of and security of all association owned property.
 7. Keeps supervisor informed of all activities.
 8. Answers all member inquiries promptly or refers them to proper authority with the cooperative.
 9. Makes every effort at all times to be courteous to the members and to do all possible to develop their support for the cooperative.
 10. Cooperates with all employees in maintaining good working relationships and high morale, exchange ideas, information and job experience.
 11. Performs other duties as requested or directed.

IV. **EXTERNAL RELATIONSHIPS:**

A. Members:

Does everything possible in the position to give members superior service, is constantly alert for possible property damage and answers or refers to all member inquiries promptly.

B. General Public:

Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.

EDUCATION:

High School graduate or equivalent preferred.

EXPERIENCE:

On-The-Job training will be provided.

JOB KNOWLEDGE:

Must acquire within a reasonable time span a knowledge of RUS Materials Specifications, National Safety Code, appropriate South Dakota wiring statutes, Lacreek safety rules and regulations, policies, and procedures. Must be able to acquire skills and knowledge utilized in the construction and maintenance of overhead and URD distribution and transmission lines and related activities.

ABILITIES & SKILLS:

Must be able to perform activities listed in position descriptions. Climbing, some lifting and use of equipment. Must possess a valid South Dakota Commercial Driver's License.

WORKING CONDITIONS:

Outside work in all kinds of weather. May be required to work irregular hours including nights, weekends and holidays. Some overtime may be required.

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