

## POSITION DESCRIPTION

A. Position :                   **APPRENTICE LINEMAN**

B. Position Function:

1. Under the direction of the Line Superintendent, Line Foreman, Working Foreman and the Journeyman Lineman, the Apprentice Lineman is responsible for building, maintaining and repairing overhead and underground power distribution and transmission lines within the scope of his/her training and certification in a safe and efficient manner within accepted operation standards, approved policies and procedures.

C. Reporting Relationships:

1. Reports to: Line Superintendent, Line Foreman, Working Foreman and Journeyman Lineman, respectively.

D. Duties and responsibilities:

1. Use apprentice-level knowledge of electrical line work to safely construct and maintain electric transmission and distribution lines. Climbs poles of all types and performs jobs required of lineman off the poles, including changing out of arms, transformers, conductors, etc.
2. Must have general and specific knowledge of equipment and operate equipment in order to construct, maintain and repair electrical systems, both cold and energized (hot) lines.
3. Drives and operates necessary equipment to frame and set poles, lay wire, connect and disconnect services and tree trimming.
4. Inspects existing power lines looking for problems, trouble shoots problems and retires old power lines as required.
5. Responds to power outages and customer problems and trouble shoots to restore power in a timely manner.
6. Directs, guides and trains personnel in lower level apprenticeship programs or equivalent. All training shall contain emphasis on safe working practices.
7. Maintains current knowledge of equipment, RUS specification, OSHA regulations, mapping system, Cooperative Policies and other operational and regulatory systems related to the responsibilities of the position.
8. Provides customer service as needed and appropriate. Interacts with members through regular direct contact to insure customer satisfaction and on-going communication.
9. Promotes electric use by taking every opportunity to acquaint the members/consumers with the productive uses of electricity, obtaining increased member and public understanding of the Cooperative's objectives, plans and programs and of rural electrification in general.

10. Serves on-call as per CVEC's policies. Assists in restoring electric service while on-call.
11. Assist line crews, as required.
12. Installs and disconnects meters. Reads and records data as required.
13. **The list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. Other Information:

The Apprentice Lineman is responsible for insuring the continuous performance and reliability of the Cooperative's distribution lines, primarily within a designated service area. Within the parameters dictated by managers, foremen, Cooperative Policy and applicable RUS, OSHA, DOT and other regulatory requirements, this position has limited autonomy and latitude to identify and solve problems and make decisions necessary to manage the operation of the electric distribution system dependent on training, experience and certification.

F. Working Relationships:

1. Department  
Line Department-This department is responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member/consumer. This includes construction and maintenance of electric distribution equipment and facilities. This also includes repairing emergency/hazardous conditions, resolving consumer trouble calls and developing system upgrades. There are also contacts with the power supplier, consulting engineers and other people involved in the utility business.
2. Reporting Relationships  
Although the Apprentice Lineman may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. The Apprentice Lineman may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Line Superintendent.

G. Coordinates or Cooperates With:

1. Line Superintendent-Requests advice and assistance and confers on operational and personnel problems, provides advice, assistance and information on employee development, work planning, policy planning and other areas as assigned.

2. Managers and Supervisors-Work with all department managers and supervisors to coordinate CVEC's electrical requirements. Exchanges information and job experiences that would be mutually beneficial to each functional area within the cooperative.
3. Other Employees-Maintains harmonious, courteous and understanding relationships, while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.
4. Line Foreman-Works under the authority of the Line Foreman , servicemen and other journeymen or upper level apprentice linemen in a lead position. May work with the Line Superintendent on special projects as assigned.
5. Servicemen-Works with servicemen as needed and directed.
6. Apprentice Linemen-Directs and guides the training of lower level apprentice linemen.

#### H. External Relationships:

1. Members-Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.
2. General Public- Presents a friendly, courteous image for the Cooperative.
3. Power Companies and Other Cooperatives- Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships, particularly with the power supplier's dispatch and control center.
4. Legal and Regulatory Agencies- Maintains professional relationship with agencies and organizations involved in safety and other applicable regulations.

#### I. Authorities and Accountabilities:

##### 1. General Authority:

The Apprentice Lineman has the responsibility of maintenance and repair of overhead and underground power lines primarily within the serviceman's designated service area. Work may be varied; problems are difficult and methods are defined and judgment is required to apply them to work. This position has limited authority though the Line Superintendent to make decisions that may have a moderate impact on Cooperative operations. He/She recognizes the need to understand that the Cooperative's best interests can be directly affected by his/her actions.

#### J. Position Requirements:

1. Skills and knowledge normally acquired through a high school diploma. Enrollment in Central Valley Electric apprenticeship lineman program is required.

2. Must possess knowledge of RUS line specifications, National Electric Safety Code, OSHA Rules and Regulations and cooperative policies and procedures.
3. Must possess basic technical utility knowledge, skills and abilities to perform transformer hook ups, set meters, operate heavy machines and equipment, power tools and hand tools in field operations, to include pole climbing gear, hydraulic tamps, power line conductors, secondary wires and volt/ohm meters.
4. Must be able to effectively read and follow operations and safety manuals.
5. Must be able to follow directions and work with Line Superintendent, Servicemen, Journeymen, other Apprentice Linemen and warehouse personnel as assigned.
6. Must be able to communicate with the above personnel to solve problems.
7. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday, and must be available to respond after normal working hours and on weekends.
8. Work may be varied; problems may be difficult and methods and procedures are defined and good judgment is required to apply them to work.
9. Must be a team player.
10. Must possess a high level of integrity.
11. Must be honest and trustworthy.
12. Must be courteous and friendly and able to work well within diverse groups of people.
13. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
14. Must be able to travel through out the service area. Other travel outside the service area may be assigned.
15. Must possess a valid New Mexico driver's license and have the ability to obtain a Commercial Driver's License as required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

K. Physical Demands:

1. Good physical condition and dexterity is required. This includes walking, stooping, bending, climbing, kneeling, reaching, crawling, pushing, pulling, working in awkward positions and enclosed spaces. Lifting up to 75 lbs. is frequently required, with occasional lifting in excess of 75 lbs.
2. Must be able to communicate clearly and accurately and possess good hearing as needed for work and safety compliance in a hot line environment.
3. Must possess visual color perception in order to differentiate wire and part colors.

4. Must be able to work mostly outside in close proximity to hot line construction and maintenance of energized conductors in varying weather conditions.
5. Must be able to work safely due to exposure to the hazards of electrical shocks and burns as well as to falls.
6. Must be willing to submit to random alcohol and drug testing per company policy.

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Employee

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Date

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Line Superintendent

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Date