

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WI**

POSITION DESCRIPTION

OPERATIONS SEASONAL WORKER

DEPARTMENT: Electric Operations

STATUS: Hourly, Non-Exempt

I. POSITION SUMMARY

This position provides service to the membership by providing efficient construction, operation and maintenance of the electric distribution system and broadband fiber system, while promoting the safest possible working conditions through strict adherence to established safety rules and practices. This position works directly with the Operations line crew and fiber technicians.

II. REPORTING RELATIONSHIPS

Reports to: Vice President of Electric Operations
Additional Reporting to: Chief Operations Officer

III. MAJOR RESPONSIBILITIES

A. Essential Functions

1. Assists in the construction, maintenance, operation and repair of electric distribution lines and broadband fiber system. Shall not rubber glove energized lines at any time.
2. Assists in the restoration of power as directed or required.
3. Sees that Cooperative's vehicles, equipment and supplies, and personal tools are in safe working condition and are used in a safe manner, kept neat and clean; that all safe driving rules and regulations are strictly adhered to; and advises appropriate personnel of needed repairs and maintenance.
4. Installs meters, meter loops and related equipment where the voltage is below 300 volts.
5. Operates all equipment used in line construction and maintenance. May operate a Digger Derrick as part of a pole setting crew, changing poles on the primary lines. May not work directly on energized lines of more than 300 volts.
6. Keeps familiar with and proficient in performing first aid and CPR. Shall be trained in pole top and basket rescue techniques.

7. May do the following procedures where the voltage exceeds 300 volts: may open and close cutouts, OCRs and remove hot taps from transformers provided these procedures are done with an extendo stick from the ground. May reset the secondary circuit breaker of an overhead transformer with an extendo stick. Procedures will be performed under the supervision of a Journeyman Lineman.
8. Must be thoroughly familiar with all safety rules and regulations and see that they are carried out in the performance of his duties and those under his supervision.
9. Must be proficient in the handling of tools, ropes, tackle, rigging and related equipment used in construction and maintenance of electric system.
10. May perform fiber drop construction for broadband fiber division and perform fiber system maintenance activities under the supervision of the Fiber Technician.
11. Participates in activities of job training and safety programs and employee meetings.
12. Assists in the clearing of right-of-way as required.
13. Practices job safety and always makes every effort to protect public and private property.
14. Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refers them to the proper person.
15. Inspects completed job to see that it meets all specifications and safety codes.
16. Participates, as a member of the foreman's crew, in the planning of day-to-day work and makes any suggestion that will be helpful in the performance of the work.
17. Prepares time sheets, mileage reports, material tickets, connect and disconnect tickets and all required documents.
18. Reports any damage to equipment, tools material, or any property owned by the Cooperative no matter how minor.
19. Reports any damage done to public property by Cooperative equipment or personnel no matter how minor.
20. Reports any injury to his immediate supervisor and logs it on the injury report section of the daily time sheet.
21. Performs collection duties when so assigned under the direction of the collections department and his immediate supervisor.

22. Job requires exposure to adverse weather elements at times. There may be requirements, in emergency, to do heavy lifting, be in an awkward work position and exposed to hazards.

B. Other duties

1. Attend required meetings and participate actively in any work group, project, training or related assignments.
2. Maintain knowledge of equipment, services, basic trades, hand tools, safety procedures and other operating procedures used to perform duties.
3. Abides by the policies of the Cooperative and conducts themselves in a professional manner at all times while representing the Cooperative.
4. Maintain a neat dress and personal appearance when performing duties related to his employment by the Cooperative.
5. Communicates positively on the radio.

The **Operations Seasonal** employee shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

IV. EXTERNAL RELATIONSHIPS

- A. Member – Consumers: This position works with members to answer their questions and meet their product and service expectations.
- B. This position works with lineman, right-of-way crews, and office staff to exchange information, complete records, obtain parts and equipment, etc.

POSITION SPECIFICATIONS

OPERATIONS SEASONAL

Job Knowledge, Training and Experience:

1. Education: Must have a high school diploma or GED equivalent. A graduate of a recognized Electric Power Distribution or Electrical Lineworker course will be given preference.
2. Experience: previous experience/training in an electric utility is preferred. Must have a valid driver's license; preferably hold a valid Wisconsin intra-state commercial driver's license (CDL). Must possess or obtain a valid First Aid/CPR card. Must be Wisconsin

DNR safety certified for ATV and UTV. Additional experience related to fiber construction and/or maintenance is preferred.

Equipment Operated: Position utilizes vehicles, trenchers, backhoes, digger derricks, aerial units, skid steer, power tools, hand tools, test meters, wire strippers, forklift, drills, hand trucks, personal computers/iPads, air compressor and other related tools.

Abilities and Skills: Must be self-motivated and organized to perform the activities necessary to complete work assignments on a timely basis. Must be able to listen to members and respond in a way that is constructive and builds positive relationships. Must have good verbal communication skills. Must be able to communicate technical information to people without technical training. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for safety, timeliness and member service. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to interact with others to accomplish tasks without arousing hostility. Must have knowledge of basic grammar, spelling, punctuation and basic math abilities. Must be flexible and able to respond to changing priorities and interruptions.

Physical and Mental Effort:

1. Must be able to sit, walk and stand for prolonged periods, up to 8 hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work, frequently lifting up to 50 pounds without assistance and occasionally lifting over 100 pounds.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the buildings, from member to member and drive throughout the service area. Must be able to work in a confined area.
5. Must be able to reach in all directions, climb ladders and bend/stoop/crawl/stand/kneel/crouch to store and retrieve items and use equipment, often involving an awkward position. Must be able to twist upper body, climb hand over hand and manipulate a variety of objects and tools.
6. Must have dexterity and hand/eye coordination necessary to operate vehicles, hand tools and related line construction and maintenance equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Working Conditions:

1. Must be able to complete job duties in an environment with some background noise and interruptions, exposure to adverse weather, loud noises. Vibration, moving mechanical parts, electrical shock hazard and other hazards.
2. Must be able to work in shop environment, member locations and outside with the amount of time varying depending on the time of year and needs of the department.
3. Must be prepared to be on-call for after-hours situations to provide member service during evenings, weekends and holidays. Must be able to work a flexible schedule.

After an offer of employment has been made, a physical exam is required which includes both drug and alcohol testing.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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To apply, candidates must send their resume to:

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Vice President, Member Relations & Human Resources
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