PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WI

POSITION DESCRIPTION

JOURNEYMAN LINEMAN

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 distribution and fiber broadband systems, while promoting the safest possible working conditions through strict adherence to established safety rules and practices.

II. REPORTING RELATIONSHIPS

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

III. MAJOR RESPONSIBILITIES

A. Essential Functions

1. Constructs, repairs and maintains energized and de-energized transmission lines, electric distribution, and service lines, substations and transformer banks and all other electric utility plant and apparatus with or without supervision, as directed or required.
2. Performs hot line work, as per safety manual.
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. Assists in outage and trouble calls after regular working hours as directed or required, including working with or for other utilities in an emergency.
5. Participates in the training of linemen or apprentice linemen as required or directed.
6. Keeps familiar with and proficient in performing first aid, CPR and pole top resuscitation and rescue of someone injured.
7. Assists in taking annual physical inventory of materials, tools, and work equipment.
8. Reads, sets, connects, disconnects and removes single phase and polyphase meters as requested or required.
9. Directs and handles transporting and stockpiling of poles, line hardware, conductors and related hardware in accordance with safety procedures.
10. 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.
11. Must be proficient in the handling of tools, ropes, tackle, rigging and related equipment used in construction and maintenance of electric system.
12. Notifies his immediate supervisor of any work performed without prior approval when circumstances necessitate and submits sketches of completed work to his immediate supervisor.
13. Serves as crew foreman as directed or required.

14. Participates in activities of employee committees, job training and safety programs, and monthly employee meetings.
15. Clears or directs the clearing of right-of-way as required.
16. Practices job safety and makes every effort to protect public and private property at all times.
17. 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.
18. Observes lines and reports to the Supervisor any needed maintenance when going to and from the job or takes any corrective action required. Reports any unsafe conditions to his supervisor immediately and makes repairs.
19. Must be thoroughly familiar with operation of sectionalizing equipment, regulators, by-pass switches and the proper fusing thereof, and distribution layouts, feeds and circuits.
20. Maintains supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory.
21. Inspects completed job to see that it meets all specifications and safety codes.
22. Participates, as a member of the crew 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.
23. Keeps informed of the Cooperative's policies and procedures.
24. Prepares time sheets, mileage reports, material tickets, connect and disconnect tickets and all required documents.
25. Operates equipment in substations, including switching of transmission and distribution feeds with supervision of power supplier.
26. Checks load balance and voltage as requested or directed at consumer's entrance and checks voltage before leaving job whenever secondary or service has been energized or de-energized or service connection made.
27. Checks load balance and voltage or installs recording volt meters as requested or directed at consumer's entrance.
28. Reports any damage to equipment, tools material, or any property owned by the Cooperative no matter how minor.
29. Reports any damage done to public property by Cooperative equipment or personnel no matter how minor.
30. Reports any injury to his immediate supervisor and logs it on the injury report section of the daily time sheet.
31. 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.

Broadband duties

1. Performs fiber drop construction and fiber system maintenance activities related to the fiber broadband business.
2. Ensure fiber service orders are completed in a timely manner.
3. Find and perform maintenance on fiber lines as requested during outages.

B. Other duties

1. Attend required meetings and actively participate 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 always maintains a professional manner while representing the Cooperative.

4. Maintain a neat dress and personal appearance when performing duties related to employment by the Cooperative.
5. Cooperates with all employees in maintaining good working relationships.
6. Demonstrate cooperative shared values.

The **Journeyman Lineman** 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; Customers: This position works with members to answer their questions and meet their product and service expectations.
B. This position works with other lineman, technicians, electricians, fiber technicians, right-of-way crews, office staff, and vendors/suppliers to exchange information, complete records, obtain parts and equipment, etc.

POSITION SPECIFICATIONS

JOURNEYMAN LINEMAN

Job Knowledge, Training and Experience:

1. Education: Must have a high school diploma or GED equivalent and be a graduate of a recognized accredited Lineworker course.

2. Experience: previous experience/training in an electric utility is preferred. Must have and be able to maintain a valid commercial driver's license (CDL). Must possess or obtain a valid First Aid/CPR card. 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, 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. Background checks will be conducted.

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.

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