



POSITION DESCRIPTION

Position Title:	Apprentice Lineworker		
Description Number:	5.3.4	Classification:	Craft Workers
Department:	Engineering and Operations	FLSA Status:	Non-exempt
Date issued/Revised:	April 2020	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Provide efficient and diligent service while serving as a member of a crew or performing trade skills as assigned. Study and utilize the knowledge and experience of certified Journeyman Lineworkers to gain the knowledge and skills necessary to become certified as a Journeyman Lineworker.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own effect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively.
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself.
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working.
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers.
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC business objectives.

Job Responsibilities:

1. Responsible for the overall safety of self, other Cooperative employees, and the public.
 - a) Observe all safety rules and regulations and remain alert at all times to the safety of other personnel in or near the work area. Enforce safety rules among assigned crew member if necessary.

- b) Contribute ideas and information for in-house safety meeting and topics relevant to position and equipment.
 - c) Become familiar with and abide by the National Electric Safety Code.
 - d) Use personal protective equipment (PPE) as provided. Replace any equipment that becomes unsafe to use.
 - e) Operate Cooperative vehicles and equipment in accordance with all traffic laws, safety rules, and regulations. Responsible for the safety of the vehicle and equipment, its occupants, and its load.
2. Become familiar with the general responsibilities and required knowledge inherent in the position.
- a) Through the apprenticeship program, become familiar with all accepted procedures and the skills required for performing construction, operation, and maintenance work on transmission and distribution facilities and equipment. The Apprentice Lineworker must pass the certification examination to become a certified Journeyman Lineworker.
 - b) Develop familiarity with all tools commonly used in the trade, keeping personal tools in good repair.
 - c) Become familiar with Rural Utility Services (RUS) construction specifications, the National Electric Safety Code and established policies of the Cooperative.
 - d) Utilize new and existing technology that will provide more effective and efficient procedures.
 - e) Use radio communication equipment in accordance with Federal Communications Commission (FCC) regulations.
 - f) Wear approved uniform clothing in all types of weather to maintain good health and maintain acceptable appearance for good member and public relations.
 - g) Give consideration and care to member's property at all times.
 - h) Constantly patrol lines when driving along lines of the system, promptly report any potential trouble spots.
 - i) Assume regular rotation "on call" to handle trouble calls during non-business hours.
3. While pursuing the Lineworker certification through the apprenticeship program, assist the Journeyman Lineworkers in those duties that do not require Lineworker certification.
- a) Assist with the retirement of existing facilities, disassembling material, and properly accounting for the material taken out of service.
 - b) Assist with inventory, equipment assembly, equipment maintenance or other related tasks as assigned.
 - c) Assist other qualified personnel with special projects or tasks as assigned.
 - d) Maintain positive attitude toward and cooperate with all other Cooperative employees.
4. Throughout the apprenticeship program, utilize the knowledge and experience of the certified Journeyman Lineworkers and assist them in duties and responsibilities that allow for the application and practice of what is learned during the program.

Apprentice Lineworker - First year

- a) Assist the Journeyman Lineworker in the construction and maintenance of de-energized overhead and underground lines, structures or equipment in accordance with prescribed operating procedures and Lake Region Safety Rules.
- b) If requested, respond to trouble calls and assist Journeyman Lineworker by performing ground work.

Apprentice Lineworker - Second year

- a) Assist the Journeyman Lineworker in performing construction, operation and maintenance of energized overhead and underground lines, structures or equipment up to 15 KV in accordance with prescribed operating procedures and Lake Region Safety Rules.
- b) Under the direction of a certified Journeyman Lineworker, become familiar and receive training in the use of hot-line tools.

- c) If requested, respond to trouble calls with a Journeyman Lineworker and assist in repairing or taking remedial action to correct outages, emergency situations or problems reported by Cooperative members.

Apprentice Lineworker - Third year

- a) Perform basic skills involving the construction, operation and maintenance of energized overhead and underground lines, structures or equipment up to 15 KV in accordance with prescribed operating procedures and Lake Region Safety Rules and under the supervision of a Journeyman Lineworker.
- b) Under the supervision of a Journeyman Lineworker, perform basic hot-line work using hot-line tools.
- c) Regularly respond to trouble calls with a Journeyman Lineworker and assist in repairing or taking remedial action to correct outages, emergency situations or problems reported by Cooperative members or the public.

Apprentice Lineworker - Fourth year

- a) Perform basic skills involving the construction, operation and maintenance of energized overhead and underground lines, structures or equipment up to 115KV in accordance with prescribed operating procedures and Lake Region Safety Rules and under the supervision of a Journeyman Lineworker.
- b) Under the supervision of a Journeyman Lineworker, perform basic hot-line work using hot-line tools.
- c) Prepare for the Lineworker certification by utilizing the knowledge and experience of certified Journeyman Lineworkers.
- d) Regularly respond to trouble calls with a Journeyman Lineworker and assist in repairing or taking remedial action to correct outages, emergency situations or problems reported by Cooperative members or the public.

5. Ottetail Employees:

- a) Respond to calls related to the natural gas distribution system.
 - 1) Perform gas leak investigations and repair.
 - 2) Provide assistance in emergency situations.
 - 3) Obtain and maintain Operator Qualifications as required by LRES.

Reporting Relationships:

Reports to:	Superintendent –Ottetail or Assistant Operations Superintendent
Supervises:	No one
Directs work of:	No one
Team members:	Lead Journeyman Lineworkers, Journeyman Lineworkers, Equipment Operators, Operations Supervisor, Operations Specialists/Dispatchers, Staking Technicians, and Engineer
External relationships:	Cooperative members, contractors, general public

Specifications:

Education and Experience:

High school diploma or equivalent. Graduate of technical college electrical lineworker program and/or enrollment in a recognized Journeyman Lineworker Apprenticeship program.

Skills and Abilities:

- Ability to obtain and maintain a Class A Commercial Drivers License.
- Ability to understand and apply electric terminology, specifications, and codes.
- Ability to operate various equipment such as bucket trucks, digger trucks, cable plow and backhoe.
- Ability to communicate clearly.
- Ability to work as part of a team.

- Speak, read and understand English.
- Basic computer skills.
- Demonstrated ability to apply learned skills and successful completion of books and required hours for apprenticeship program.

Additional Expectations:

Overtime may be required to complete the duties as directed. Extraordinary commitment will be expected during major outages.

Physical Demands and Working Conditions:

Summary:

Work outdoor with great physical exertion, often in poor weather conditions. Occasionally climbs poles or stands in a hydraulic bucket to work at heights of 55 feet or more installing transformers or line, often working in awkward positions. Frequently lift material and equipment weighing up to 50 pounds. Occasionally lift item that weigh up to 100 pounds. Must be able perform pole top and bucket rescue. Shovel dirt, work around noisy equipment, and visually inspect work for safe conditions. Occasionally work with energized lines which must be handled according to NESC specifications to avoid electric shock.

Occasionally work at night, on weekends and holidays to repair or install lines. Interact with crew members, Lead Lineworkers and supervisor via verbal communication. Work on uneven terrain in fields and along roads, often encountering vehicular traffic.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

Physical Demands Required to Perform Duties:	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 pounds. Occasionally lift equipment and materials weighing up to 100 pounds.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Frequently
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently exposed to noise level greater than 85 decibels
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Frequently
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently
Low visibility	Occasionally

<i>Physical Demands Required to Perform Duties:</i>	
Noise	Frequently
Moving parts	Frequently
Energized equipment	Frequently
High, exposed places	Frequently
Radiant energy	Not Applicable
Exposure to chemicals	Frequently
Vehicular traffic	Frequently
LED/LCD screens	Occasionally
Slippery conditions	Frequently
Other environmental conditions	Not Applicable