



POSITION DESCRIPTION

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| Position Title: | Apprentice Line Worker | | |
| Description Number: | 5.3.4 | Classification: | Craft Workers |
| Department: | Engineering and Operations | FLSA Status: | Non-exempt |
| Date issued/Revised: | May 2026 | Employment Status: | Full-time |

Summary of Position:

The Apprentice Line Worker supports the safe, reliable, and efficient operation of the Cooperative's electric distribution system while participating in a structured apprenticeship program. This role assists Journeyman Line Workers in performing construction, maintenance, and restoration activities across overhead and underground systems appropriate to training level. Performs assigned work under the direction and supervision of a qualified Journeyman Line Worker. The position focuses on developing the technical knowledge, skills, and experience required to progress to Journeyman Line Worker status. The Apprentice Line Worker partners with operations and field services teams to support daily work activities while reinforcing safety standards and Cooperative practices. This role plays a key part in supporting reliable service to members while advancing through defined training and development milestones.

Job Responsibilities:

1. Apprenticeship Development & Skill Progression

- a. Participates in a structured apprenticeship program to develop knowledge and skills in electric distribution system operations.
- b. Applies classroom and field training to progressively perform more advanced line work under supervision.
- c. Completes required coursework, training hours, and skill demonstrations to meet apprenticeship program requirements.
- d. Utilizes guidance from Journeyman Line Workers to develop technical proficiency and safe work practices.
- e. Performs assigned work under the direction and supervision of a qualified Journeyman Line Worker.
- f. Progression through the apprenticeship program includes increasing responsibility for de-energized and energized work activities, in alignment with training level, demonstrated competency, and established program requirements.

2. System Construction & Installation Support

- a. Assists in the construction of overhead and underground electric distribution systems in accordance with Cooperative standards and appropriate to training level
- b. Supports installation of poles, structures, and electrical equipment under supervision
- c. Assists with locating underground utilities and maintaining safe excavation practices
- d. Progressively supports energized work activities in accordance with training level and safety requirements

3. System Maintenance & Reliability Support

- a. Assists with inspection, maintenance, and repair of system components to support reliable service appropriate to training level
 - b. Supports vegetation management, equipment maintenance, and system improvement activities
 - c. Identifies and communicates potential system concerns to support proactive maintenance efforts
- 4. Outage Response & Service Restoration Support**
- a. Assists with outage response and service restoration activities under the direction of qualified personnel
 - b. Supports safe and timely restoration efforts to minimize member impact
 - c. Participates in on-call rotation and emergency response activities as part of utility operations
- 5. Safety & Compliance**
- a. Adheres to safety standards, regulatory requirements, and Cooperative policies in all work activities
 - b. Develops working knowledge of the National Electric Safety Code (NESC) and applicable standards
 - c. Utilizes personal protective equipment and maintains tools and equipment in safe working condition
 - d. Supports a strong safety culture by following established procedures and identifying potential hazards
- 6. Team Support & Operational Coordination**
- a. Works collaboratively with crew members and supports assigned work activities
 - b. Maintains a positive and professional approach when interacting with team members and members
 - c. Supports efficient job site operations through preparation, material handling, and task execution
 - d. Demonstrates accountability for assigned responsibilities and contributes to team performance
- 7. Additional Responsibilities (Location-Specific)**
- Applies to positions supporting natural gas operations, as assigned.
- a. Responds to calls related to the natural gas distribution system
 - b. Assists with gas leak investigations and repair activities under direction
 - c. Provides support during gas-related emergency response situations appropriate to training level
 - d. Obtains and maintains Operator Qualifications for natural gas operations as required

This position description is intended to describe the general nature and level of work performed and is not an exhaustive list of all responsibilities. The Cooperative reserves the right to assign, modify, or adjust duties as business needs evolve.

This document does not constitute a contract of employment and may be updated as organizational needs change.

Specifications:

Education and Experience:

- Combination of education and experience equivalent to entry-level education/training in electric utility line work.
- Ability to enroll and log experience hours or active enrollment in a Line Worker apprenticeship training program.

Skills and Abilities:

- Ability to learn and apply technical skills related to electric distribution system construction, maintenance, and operations
- Ability to follow direction and apply sound judgment in field environments
- Ability to interpret basic technical information, safety standards, and system documentation
- Effective communication skills across a variety of audiences, including team members and members
- Ability to operate equipment and tools appropriate to training level
- Ability to work effectively as part of a team and support crew operations
- Ability to communicate clearly and effectively in English, both verbally and in writing

- Working knowledge of Microsoft Office 365 and other business-related computer applications
- Ability to learn and utilize systems, platforms, and related technologies

Licenses & Certifications:

- Valid driver’s license and ability to meet insurability requirements
- Ability to obtain and maintain a Class A Commercial Driver’s License (CDL)
- Enrollment in and progression through a recognized line worker apprenticeship program
- Successfully completes apprenticeship program requirements (logged experience hours and books) to achieve Journeyman Line Worker certification.
- Ability to obtain and maintain required safety and technical certifications
- Ability to obtain and maintain Operator Qualifications for natural gas operations, where applicable

Additional Expectations:

- Availability to support operations outside of standard business hours, including nights, weekends, and holidays, particularly during outages, emergencies, or critical operational events
- Commitment to completing apprenticeship program requirements, including coursework, training hours, and skill progression milestones
Participates in assigned on-call rotation as part of apprenticeship development and operational support
- Maintain confidentiality of Cooperative, member, and employee information

Physical Requirements, Work Environment & Expectations:

Summary:

Work is performed in field environments with exposure to exposure to weather, terrain, and operational environments. Work involves sustained physical exertion in outdoor environments, including adverse weather, uneven terrain, and proximity to traffic and operating equipment. Ability to climb poles and work at heights using bucket trucks or climbing equipment. Ability to lift and move materials and equipment up to 50 pounds regularly and up to 100 pounds occasionally. Ability to perform physically demanding tasks including digging, lifting, and working in confined or elevated positions. Ability to work safely around energized electrical equipment.

This position primarily operates during standard business hours. This position regularly requires work outside of standard business hours, including nights, weekends, and holidays, and participation in an on-call rotation to support outage response, emergency events, and operational needs.

Reporting Relationships:

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|-------------------------|---|
| Reports to: | Superintendent-Pelican Rapids or Superintendent-Ottertail |
| Supervises: | No one |
| Directs work of: | No one |
| Team members: | Lead Journeyman Line Workers, Journeyman Line Workers, Equipment Operators, Assistant Operations Superintendent, Dispatch Supervisor, Operations Specialists/Dispatchers, Staking Technicians, and Engineer |
| External relationships: | Cooperative members, contractors, general public |

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.

| Physical Demands Required to Perform Duties: | |
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| Definition of frequency examples: | |
| <ul style="list-style-type: none"> • 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 | 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 |
| 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 |