

WEST RIVER ELECTRIC ASSOCIATION, INC.  
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

**APPRENTICE LINEMAN**

**I. OBJECTIVE**

- A. To acquire the skills and knowledge necessary to perform all activities for the construction, maintenance and operation of overhead and URD distribution lines, transmission lines, and substations under the direct supervision of qualified foremen, journeymen and servicemen.
- B. To successfully complete the necessary training to acquire skills and knowledge by studying and finishing the West River's approved four year journeyman lineman program.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Line Foreman or Operations Superintendent

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. Performs personally the following activities:
  - 1. Assists with the necessary activities in the operation, construction and maintenance of energized and de-energized overhead and URD distribution lines, transmission lines and related activities.
  - 2. Restores electric service during and after working hours.
  - 3. Completes necessary documentation including job briefings, time sheets, charge out/return material sheets, accident and other reports.
  - 4. Signs off on staking sheets and completes material sheets.
  - 5. Operates all equipment utilized in construction, maintenance, and daily operation of the electric utility system.
  - 6. Performs daily vehicle and equipment inspections to assure that trucks, tools and equipment are used properly and kept in good working order. Advises foreman of any service or maintenance needs.
  - 7. Reads and interprets maps, specification, staking sheets and diagrams.
  - 8. Installs and repairs street and security lights.
  - 9. Makes connections and disconnects as required.
  - 10. Collects delinquent accounts.
  - 11. Patrols line and fills out line patrol reports and trouble tickets on all problem areas.
  - 12. Assists in taking physical inventory.
  - 13. Performs substation maintenance including checking equipment and recorders and changing out breakers in substations.
  - 14. Is familiar with all hazards that exist in the form of falls, electric shock, electric flash, falling objects, traffic and is familiar with the use of protective and safety equipment.
  - 15. Learns, practices and is certified in first aid, CPR and annually practices pole top and bucket rescue techniques.

16. Reads meters.
17. Assists in the maintenance of warehouses and storage yards.

- B. Performs the following activities common to all operations employees:
1. Participates in Job Safety and Training.
  2. Complies with West River's safety rules and regulations, operates all transportation equipment in a safe manner and looks out for the safety of others.
  3. Keeps informed about the cooperative and its policies, plans and programs.
  4. Exercises reasonable care in the use of and security of all cooperative-owned property.
  5. Keeps supervisor informed of all activities.
  6. Answers all member inquiries promptly or refers them to proper authority with the cooperative.
  7. Makes every effort at all times to be courteous to the members and to do all possible to develop their support for the cooperative.
  8. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information and job experience that will benefit the organization and assure continued efficiency within the cooperative.
  9. Attends and is active in Employee and Safety meetings.
  10. Maintains discretion and confidentiality of business practices.
  11. Performs other duties as may be requested or directed by supervisors.

#### **IV. EXTERNAL RELATIONSHIPS**

- A. Members: Effectively interacts with members to promote and explain policies, procedures and programs of the Cooperative. Does everything possible in the position to assess and address members concerns in a courteous and expeditious way to provide the members superior service, is constantly alert for the possible property damage, and answers or refers all member inquires promptly.
- B. General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities. Demonstrates an awareness at every opportunity to achieve increased member and public understanding for support of the Cooperative.
- C. SDREA: Participates in safety meetings and other training.
- D. Suppliers: Assists in receiving material deliveries.

#### **V. EDUCATION**

High school diploma or equivalent required.  
Successful completion of an accredited power lineman's program.

#### **VI. EXPERIENCE**

Apprentice will be placed in a WREA approved four year apprentice program. The program will consist of on the job training and class work. Apprentice will be expected to complete this program within 5 years. Any apprentice failing to achieve a final score of 70% or higher for that year's course, will be permitted to

retake the exam again. If they are unable to pass a second time, the apprentice may be terminated.

The apprentice may qualify 3 months early for their journeyman status if, they average a 92% or better grade over all of the journeyman tests and have their 8,000 hours logged.

## **VII. JOB KNOWLEDGE**

Must acquire within a reasonable time span knowledge of RUS Material Specifications, RUS line specifications, National Electric Safety Code, National Electric Code, OSHA Rules and Regulations, , appropriate West River's safety rules and regulations, policies and procedures. Must be able to acquire skills and knowledge utilized in the construction and maintenance of overhead and URD distribution and transmission lines and related activities.

## **VIII. ABILITIES AND SKILLS**

Must be able to perform all activities listed in position description. This includes:

- A. Physical effort and dexterity to move materials, to manipulate work materials both bare handed and working in electrically tested rubber gloves, and to complete necessary paperwork to comply with RUS specifications.
- B. Must be able to operate all equipment utilized in line construction and maintenance to include the use of heavy machines (digger, bucket, backhoe, trencher, tree chipper) and related equipment, and power and hand tools in field operations. Also, must be able to use and operate pole climbing gear, hydraulic tamps, power line conductors, secondary wires, and all testing equipment.
- C. Must be able to communicate clearly and accurately for work and safety compliance in a hotline work environment. Visual color discrimination is required to differentiate wire and colors.
- D. Must be able to effectively read and follow operations and safety manuals.
- E. Must be able to follow directions and work with other apprentice linemen, journeymen, warehouse personnel, and inside personnel as assigned.
- F. Must possess a valid South Dakota Class A CDL or be able to obtain one prior to employment and have an insurable driving record.
- G. Must possess computer and mobile tablet skills to efficiently enter data required for time sheets, material inventory and other documentation.
- H. Must maintain CPR, Flagger and First Aid certification.

## **IX. JOB ESSENTIALS/PHYSICAL DEMANDS**

See attached listing.

## **X. OTHER REQUIREMENTS**

- A. Positions are located in Wall, Enning or Rapid City. Position is required to reside within 20 minutes of the office normally reported to.
- B. Apprentice in Enning is required to reside in Enning within the housing provided, for nominal rent.
- C. Position requires regular and reliable attendance at the reporting office.

## Apprentice Lineman

- C. Position requires occasional travel throughout the service area. Occasional overnight travel will be required to attend meetings, seminars, and workshops.
- D. Work is regularly scheduled Monday-Friday, although weekends, irregular hours, nights, and holidays may be required.
- E. Must be available for on-call rotation.
- F. May be asked to volunteer to help other cooperatives during storm conditions.
- G. Position requires working at the Cooperative's Annual Meeting and any other events required by the Board of Directors or CEO/General Manager.

Adopted: 4/20/2009

Revised: 3/21/2011

Revised: 8/21/2017

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