

WEST RIVER ELECTRIC ASSOCIATION, INC.
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

JOURNEYMAN LINEMAN

I. OBJECTIVE

- A. To construct, maintain and operate overhead and underground distribution and transmission lines and substations.
- B. To keep informed on and comply with all cooperative policies, procedures and safety rules and regulations.
- C. To provide for continuous reliable service through the prompt response to member trouble calls and the restoration of electric service.

II. REPORTING RELATIONSHIPS

- A. Reports to: Line Foreman or Operations Superintendent
- B. Provides work direction for: Apprentices and other personnel as assigned.

III. RESPONSIBILITIES AND AUTHORITIES

- A. Performs personally the following activities:
 - 1. Performs all the necessary activities in the operation, construction and maintenance of energized and de-energized overhead and URD distribution lines, transmission lines and related activities including installation of meters, services, voltage regulators, poles, transformers, and breakers.
 - 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, RUS specifications, staking sheets and diagrams.
 - 8. Installs and repairs street and security lights.
 - 9. Makes connections and disconnects as required.
 - 10. Collects delinquent accounts.
 - 11. Inspects work after completed to ensure that it has been done in accordance with applicable specifications and codes.
 - 12. Patrols line and fills out line patrol reports and trouble tickets on all problem areas.
 - 13. Assists in taking physical inventory.
 - 14. Assists foreman in training of apprentices.
 - 15. Performs substation maintenance including checking equipment and recorders and changing out breakers in substations.

16. 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.
17. Learns, practices and is certified in first aid, CPR and annually practices pole top and bucket rescue techniques.
18. Reads meters.
19. 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. Responds to member requests or refers them to appropriate personnel.
- 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. Other Utilities: Coordinates with them in installing new services, maintaining existing services and locating cable.
- D. SDREA: Participates in safety meetings and other training.
- E. Suppliers: Assists in receiving material deliveries.

V. EDUCATION

High school diploma or equivalent required.

Minimum qualifications include four (4) years as an apprentice lineman and successful completion of an accredited power lineman's program.

VI. EXPERIENCE

Must have a basic understanding of 115 and 69Kv transmission work, be experienced in 7.2 and 14.4Kv distribution work, rubber gloving procedures, overhead and underground distribution system, substations and related facilities, construction and maintenance.

VII. JOB KNOWLEDGE

A thorough knowledge of construction and maintenance of overhead and underground distribution and transmission lines. Requires knowledge of RUS Material Construction Specifications, RUS line specifications, the National Electric Code, National Electric Safety Code, OSHA Rules and Regulations, , and West River's safety rules and regulations, policies and procedures.

VIII. ABILITIES AND SKILLS

Must be able to perform all required duties to complete work assignments as described in the 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, to draw work orders, 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 hot line work environment. Visual color discrimination is required to differentiate wire and part 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 journeymen, apprentice linemen, warehouse personnel, and inside personnel as assigned.
- F. Must have the ability to teach and train employees, under their supervision, the duties and responsibilities of the job and demonstrate leadership.
- G. Must possess a valid South Dakota Class A CDL or be able to obtain one prior to employment and have an insurable driving record.
- H. Must possess computer and mobile tablet skills to efficiently enter data required for time sheets, material inventory and other documentation.
- I. Must maintain CPR, Flagger and First Aid certification.

IX. JOB ESSENTIALS/PHYSICAL REQUIREMENTS

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.

Journeyman Lineman

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

Adopted: 7/21/08

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