

Dunn Energy Cooperative

JOB DESCRIPTION

Position Title:	Temporary Apprentice Lineworker
Department/Location:	Operations
Reports To:	Operations Manager. May also receive instructions from General Manager /CEO
Employees Supervised:	None.
Interrelationships:	This position has frequent contact with electricians, customers/members, and other DEC employees.

Position Summary:

The Temporary Apprentice Lineworker will follow training guidelines and standards as outlined by the Bureau of Apprenticeship Standards of Wisconsin for the Electric Lineworker Apprenticeship program. Responsibility will gradually increase based on these guidelines and demonstrations of successful completion of each level of training. This position will provide service to the membership by providing efficient construction, operation, and maintenance of the distribution system. They will practice and promote the safest possible working conditions through strict adherence to established safety rules and practices.

Essential Job Functions:

1. Assist in the construction, repair, and maintenance of energized and de-energized distribution and service lines, substations and transformers banks and all other electric utility plant and apparatus with supervision, as directed or required.
2. Performs hot line work, as per safety manual and training outline.
3. See that Cooperative's vehicles, equipment, 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.
4. Assists in taking annual physical inventory of material, tools and work equipment.
5. Reads staking sheets and assists in assembling material for construction of work orders.
6. Must be proficient in the handling of tools, ropes, tackle and rigging.
7. Assists in the clearing of right-of-way as required.
8. Observes lines and reports to their supervisor any needed maintenance when going to and from the job or takes any corrective action required. Reports any unsafe conditions to their supervisor immediately.
9. Must become thoroughly familiar with operation of sectionalizing equipment, regulators, by-pass switches, and the proper fusing thereof, and distribution layouts, feeds, and circuits.

10. Maintains supply of materials, tools, and working equipment on each Cooperative vehicle in accordance with established normal inventory.
11. Prepares time sheets, mileage reports, material tickets, various service orders as required.
12. Assists in the operation of equipment in substations, including switching of transmission and distribution feeds with supervision and power supplier.

Other Duties:

1. Attend required meetings and participate in training or related assignments.
2. Seek assistance, advice or a decision from management when situations arise which are outside of the scope of normal duties or require a decision or response which employee is not trained or authorized to make.
3. Maintain knowledge of safe practices, equipment and procedures used to perform duties.

Qualifications:

1. Education: requires completion of an approved power distribution course through technical college and power equipment/heavy equipment training. Must have knowledge of hydraulics. Requires knowledge of National Electrical Safety Code. Must have and maintain a valid Wisconsin CDL.
2. Computer skills.

Personal Attributes Required:

Must be organized and able to work with detailed records. Must be able to communicate verbally and in writing and follow written and verbal instructions. Must demonstrate the ability to establish and maintain positive working relationships with other employees and customers. Must understand the need for teamwork, timeliness and safety. Must be able to maintain self-control without exhibiting negative behaviors. Must be able to interact with others to accomplish tasks without arousing hostility. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

Essential Physical / Mental Requirements:

1. Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back support.
2. Must be able to perform heavy physical work, frequently lifting, pulling or moving more than 50 pounds.
3. Must be able to communicate effectively both verbally and in writing to ask or respond to questions, provide information and assistance.

4. Must be able to move throughout buildings and grounds areas with time spent working indoors and outdoors in sometimes extreme weather and temperature conditions.
5. Must be able to reach in all directions, bend/stoop/climb and be able to work in confined areas while maintaining awkward body posture.
6. Must have dexterity and hand/eye coordination necessary to operate tools, equipment, and vehicles.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
8. Must be able to work in an environment with one or more unpleasant conditions such as: fumes/odors, noise, insects, pests and dogs.
9. Must have the ability to maintain concentration and focus on tasks.
10. Must be able to follow safety practices at all times.

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.

Originated August, 2001

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