

LINEWORKER

Mountrail-Williams Electric Cooperative

Internal applicants:

Information in your personnel file will be used in addition to information requested on your application and resume.

1 POSITION FUNCTION:

To provide for effective and efficient operations, maintenance and construction activities on energized or de-energized lines with or without supervision.

2 ESSENTIAL DUTIES AND RESPONSIBILITIES:

Within the limits of approved board policies, operating guides and procedures assumes responsibility and has commensurate authority for the following activities:

- a) Investigates and remedies service interruptions and assists in evaluating the cause of the interruption to assure prompt restoration of service to customers and continued service reliability.
- b) Participates in the construction of distribution lines and services as assigned to provide new or improved service to our customers.
- c) Performs maintenance activities on energized or de-energized lines to keep the system in a safe and operable condition.
- d) Assists in analyzing and evaluating operation and maintenance activities relative to customer facilities and assists in investigation and resolution of service problems to assure that installations and services are made in compliance with required specifications and to maintain customer confidence and satisfaction with our electric service delivery.
- e) Sets voltage regulators, conducts scheduled voltage and load surveys, assists in the preparation of analysis reports and takes such corrective action as is required to help assure that voltage levels on lines are within specifications.
- f) Conducts line patrol activities and takes corrective actions as deemed necessary to assure safe and reliable service to customers.
- g) Performs switching procedures when deemed necessary or as directed to facilitate operations.
- h) Installs sectionalizing equipment and assists with maintenance to provide continued reliable service within the required specifications.
- i) Hooks up single-phase and multi-phase transformer connections using the correct configuration to assure end user of proper voltage levels.
- j) Locates and marks underground cable routes as requested to allow others to safely dig without service interruption or cable damage.
- k) Directs the work activities of an Apprentice Lineworker as assigned and assists in the on-the-job training of Apprentice Lineworker during their four-year apprenticeship to insure safe working practices are followed and to help insure that they are capable of assuming Journey Lineworker duties after the training period is complete.
- l) Maintains security and street lighting and promotes the installation of improved lighting equipment to provide for a safe, secure environment during the evening hours.

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- m) Makes secondary breaker changes and reconnects, disconnects, installs and removes meters at the request of the customer or Billing Department to assure timely compliance with member requests and/or Cooperative policy.
- n) Makes frequent checks of tools and protective equipment and submits recommendations for replacing defective materials to assure that they are safe and operable.
- o) Responds to power outages and customer problems and trouble shoots to restore power in a timely manner.
- p) Must live within in a 20 minute range of the office/shop location assigned by MWEC as determined by Google Maps.
- q) Required to complete any/all trainings and certifications within the parameters/requirements established and deemed necessary by MWEC.
- r) Assists in the maintenance of vehicles and equipment assigned to work unit to assure that they are safe, operable and that the required documentation is completed.
- s) Assists in the maintenance of vehicle material inventories and completes required documentation to assure proper material records are kept.
- t) Maintains material inventories and completes required documentation for assigned vehicle and projects to assure proper material records are kept.
- u) Attends and participates in safety meetings to become aware of safety rules and regulations and to help assure that safe working practices are followed and a safe working environment exists for the individual, fellow employees and customers.
- v) Maintains a current knowledge of first aid, CPR and other life saving techniques and performs these techniques as necessary to ensure that prompt attention is given to co-workers during emergencies.
- w) Reads meters and collects from customers with overdue accounts to assist the Billing Department in keeping accounts current and accurate.
- x) Assures the maximum productive use of personnel, materials and equipment on assigned projects consistent with approved specifications and in compliance with established safe working practices and policies to assure a safe and productive work environment.
- y) Reviews assigned construction or maintenance projects and recommends to the Operations Manager, the required personnel, materials and equipment needed to assure a timely and safe completion of the project.
- z) Coordinates the completion of assigned projects with other SVSW crews and representatives of other utilities to assure proper coordination and completion of job assignment.
- aa) Keeps informed of and provides support for Cooperative goals, policies, plans and programs to assist the Cooperative in providing services which meet the expectations of our customers and to allow the Cooperative to continue to be a positive influence within its service area.

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bb) In addition to these responsibilities, may be assigned by the Operations Manager, Line Superintendent or Lead Journey Lineworker (as assigned) to perform other duties from time to time.

3 EDUCATION

High school diploma or equivalent required. Graduation from vocational/technical school in power line studies required. Successful completion of a qualified four-year Journey Lineworker training program required. Certification as a Journey Lineworker through the US Department of Labor may be substituted for the Apprentice Lineworker training program.

4 EXPERIENCE

Four years of experience as an Apprentice Lineworker is required. An additional two years of experience in power line construction and maintenance may be substituted for vocational/technical education.

5 KNOWLEDGE

Must possess a working knowledge of the construction, operations, and maintenance of electric distribution lines, both overhead and underground, including meters, transformers, voltage regulators, capacitors, sectionalizers, and oil circuit reclosers; REA Construction specifications and a portion of the National Electric Safety Code. Must have sound knowledge of the proper and safe use of the tools and equipment used in line construction and maintenance of both energized and de-energized lines. Must have a thorough knowledge of first aid and CPR. Should be willing to attend courses relating to his/her area of work.

6 ABILITIES AND SKILLS

Must be skilled in underground and overhead line operation, in pole climbing, in operation of line construction equipment and in using lineman tools while working on the ground, on a pole and from a bucket truck. Must be skilled in properly and safely working with live conductors of all voltages. Must be skilled in all work required in connection with the installation of materials, apparatus, and equipment used in the construction and maintenance of electric distribution lines. Must have a Commercial Driver's license or be able to obtain one within 90 days of employment.

7 WORKING CONDITIONS

Outside work in all kinds of weather. Some heavy lifting required. Overtime required. Must be available for work after normal office hours.

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8 PHYSICAL REQUIREMENTS

Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling and reaching majority of the time. Majority of time spent out-of-doors. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust and dirt. Safety equipment required. Must be able to communicate with individuals. Driver's license required. Must be able to read, write and do arithmetic. Requires analyzing information, coordinating people and resources, directing and supervising people and weighing and measuring. Skills in developing plans procedures, and goals required. Must be able to present information to others and work under stress.

9 DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules bases on their duty to accommodate individuals with disabilities.

Approved by:

Date:

Reviewed/Amended by:

Date: