

Intercounty Electric Cooperative Association
POSITION DESCRIPTION

Position Title: Apprentice Lineman (411-01 to 411-21)

Department: Operations & Maintenance

Work Location: Missouri

Supervisor Title: Manager Operations and Maintenance, Area Supervisor, & Const. Foreman

FLSA Status: Hourly

Description Date: March 7, 2011

Last Reviewed Date: 9-27-11, 3-20-14, & 3-5-15

Basic Position Function

Participation in the cooperative four-year apprenticeship program is required in order to handle the responsibilities of the position in an efficient and safe manner and according to all applicable codes. Should have served as a Laborer or Truck Driver. Must be capable of developing a thorough understanding of the principles involved and the proper methods for the installation and maintenance of the following items: poles and towers; line hardware and equipment; transformers; conductors and hotline methods; tools and equipment; oil circuit breakers, regulators and capacitors; metering; electric systems; rolling stock; record-keeping; live line maintenance; troubleshooting; and underground distribution.

Description of Duties

Essential Functions:

Duties

Assists in setting and framing poles and installing guys and anchors.

Helps install transformers, circuit breakers, regulators, capacitors and meters.

Operates trucks, compressors, chain saws, winches, hand tools, other construction and maintenance equipment as assigned.

Uses rubber gloves, hot sticks and other devices to ensure that work is performed safely.

Assists in patrolling line and inspecting poles and equipment in order to identify problems and assists with maintenance duties.

Maintains equipment in safe working condition.

Connects, disconnects and replaces meters. Damaged facilities or cases of suspected energy diversion are reported to the appropriate supervisors and/or authorities as set-forth by cooperative guidelines.

Cuts and clears rights-of-way, using power equipment, as assigned.

Digs trenches for underground cable, lays cable and fills trenches.

Support the warehouse staff by picking up materials and supplies and loading trucks.

Demonstrate proficiency in skill levels in program leading to Journeyman lineman position before moving to next step.

Non-Essential Functions:

All other duties as directed.

Supervisory responsibility:

There are no supervisory responsibilities with this position.

Knowledge, Skills and Abilities

Minimum Qualifications:

Safe material handling required. Easily trained in a safe, efficient, and productive manner. Will be dependent on co-workers support. Excellent eye/hand coordination and the ability to maintain physical work requirements for extended periods of time. Must be able to learn CPR and first aid and pole top resuscitation. Maintain a valid Missouri CDL Class 'A" driver's license and safe driving record. High school diploma or equivalent is required and must be able to complete additional training.

Preferred Qualifications:

To learn to install, maintain and repair the Cooperative's electric distribution system. To learn to set and frame poles, install various electrical components and apparatus, and perform other related duties in a safe and efficient manner. Provide assistance in a variety of other tasks that will enable Cooperative crews and others to complete their tasks in a safe and efficient manner.

Must be able to develop the skills necessary to properly install and maintain all the above electrical apparatus and equipment in a safe and efficient manner. Must physically be able to climb poles, lift and carry heavy equipment and work in awkward position and in the proximity of energized lines. Able to read, write and use cooperative equipment. Must work with the public in a professional manner.

Working Conditions

May require work hours in excess of 8 hours per day or 5 days per week.

Observe and abide by all company policies, procedures, goals and objectives.

Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.

Tolerate prolonged periods working in repetitious jobs.

Ability to position oneself in different work positions for extended periods of time

Will be required to work in all types of work environments including but not limited to outside weather conditions and remote locations. Subject to the hazards of unscheduled overtime and working around operating equipment, hazardous materials and energized lines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees will be required to comply with the following physical requirements:

| Physical Requirements | N/A | Rarely | Occasionally | Frequently | Regularly |
|---------------------------------|-----|--------|--------------|------------|-----------|
| Standing | | | | | X |
| Walking | | | | | X |
| Climbing | | | | | X |
| Sitting | | | X | | |
| Stooping/Kneeling | | | | X | |
| Lift/Carry up to 20 lbs | | | | | X |
| Lift/Carry up to 20-50 lbs | | | | X | |
| Lift/Carry up to 96 lbs | | | X | | |
| Pull up to 60 lbs of exertion | | | X | | |
| Push up to 75 lbs of exertion | | | X | | |
| Work below waist level | | | | | X |
| Work at waist to shoulder level | | | | | X |
| Work above shoulder level | | | | | X |
| Reach further than arm's length | | | | X | |
| Fingering | | | | | X |
| Grasping/holding | | | | | X |
| Talking | | | | | X |
| Hearing | | | | | X |
| Seeing | | | | | X |
| Working in confined spaces | | X | | | |
| Exposed to extreme temperatures | | | | | X |

| | | | | | |
|---|--|--|---|---|--|
| Operate tools or machinery (incl. Office equipment) | | | | x | |
| Operate motorized vehicles/equipment | | | | x | |
| Works at heights balancing | | | x | | |
| Use/exposed to hazardous substances | | | x | | |

Language Skills

Ability to read and interpret general documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

Clearly communicate with others and write routine reports

Employee Signature

Date