

Traverse Electric Cooperative, Inc

JOB DESCRIPTION

POSITION TITLE: Journeyman Line Worker
REPORTS TO: Operations Manager, Foreman
DATE: February 2019

OBJECTIVES

- A. Operate, maintain and construct the electrical plant system, including overhead lines, URD lines and substations.
- B. Respond to all member outages so that service can be restored effectively and efficiently.

REPORTING RELATIONSHIPS

- A. Report to Traverse Electric Cooperative's Foreman and/or Operation's Manager on day-to-day crew matters.
- B. Report to Traverse Electric Cooperative's Operations Manager on Cooperative policies and procedures not pertaining to crew responsibilities on a particular job.

RESPONSIBILITIES AND DUTIES

- A. Perform the operation, construction and maintenance work on Traverse Electric Cooperative's lines, substations and equipment.
- B. Responsible for the enforcement and observance of safety rules and must follow safe working practices and methods, as well as normal operating practices and procedures.
- C. Responsible to see that tools, equipment and truck stock are sufficient to complete assigned work.
- D. Account for and maintain all material, equipment, tools and FR clothing.
- E. Prepare a timesheet and other reports as required.
- F. Informs the Foreman and/or Operations Manager of needed materials/tools/supplies; cooperates in accounting for materials/tools/supplies received and returned. Stocks and re-stocks materials and supplies as necessary.

- G. Report needed maintenance and repair on the electric system as observed.
- H. Receive direction from the Foreman or Operations Manager for daily assignments.
- I. Work closely with the Foreman and crewmembers as an effective operations team.
- J. Becomes proficient with sectionalizing, switching procedures and operation of Traverse Electric Cooperative's system.
- K. Inspect and check line segments for hazards and see that work complies with specifications.
- L. Inform consumers and dispatchers of any planned line outages and keep them to a minimum outage time.
- M. Perform "standby" duty as scheduled.
- N. Observe all traffic rules and regulations while operating Traverse Electric Cooperative's vehicles.
- O. Monitor and coordinate contractor work, reporting any discrepancies, problems or better methods to the Foreman.
- P. Attend safety meetings and seminars to enhance job knowledge in the area of leadership and technical skills.
- Q. Perform all necessary functions during emergencies and storm damage as crewmember.
- R. Become familiar with, and promote, the Cooperative's services and programs to its members and non-members.
- S. Assist with work order processes as necessary.
- T. Perform all other duties as assigned by supervisors.

RELATIONSHIPS

- A. Internal
 - 1. Foreman/Operations Manager – keep informed on position requirements, responsibilities and assignments.
 - 2. Crew – work with crew members to obtain a safe working environment, maximum performance and to maintain good working relationships.

3. Warehouse – cooperate with the Foreman and/or Operations Manager in accounting for and obtaining/returning/maintaining/stocking equipment, supplies, material and tools.
4. Dispatch – answer radio calls promptly and furnishes information requested. Follows switching procedure.
5. Traverse Electric Cooperative Employees – Maintain a good working relationship with co-workers.

B. External

1. Maintain a working relationship with Traverse Electric Cooperative’s contractor workers; telephone companies; cable television; water, sewer, and gas contractors; electrical contractors, members, developers and general contractors as the work requires.
2. Create positive consumer relations when implementing electric service schedules, emergencies and other related work orders.
3. Mechanics – cooperates, informs and maintains equipment in a safe working order.

POSITION SPECIFICATIONS

A. Education and Experience

1. High School education or equivalent required.
2. Vocational school graduate in a line worker course and in-house apprenticeship procedure for becoming power line worker.
3. Experience in line work with another utility or line construction contractor.
4. Must have individual journeyman certification or have completed a four-year, or an accredited program, and has worked through an apprenticeship program and pass the journeyman power line specialist examination.
5. Must have a CDL Class A driver’s license.

6. Must have, or be able to obtain, certification for:
 - a. Forklift
 - b. ATV (MN Law – must have if born after 7/1/1987)
 - c. Skid loader
 - d. Snowmobile (MN Law – must have if born after 12/31/1976)
 - e. East River Switchman training

B. Job Knowledge

1. Must have a good working knowledge of RUS and Traverse Electric Cooperative's overhead and underground specifications, basic electricity, electric system operations, and related electrical equipment.
2. Must have knowledge in construction and operation of overhead and underground lines, tools, trucks and related electrical equipment.
3. Must be familiar with Traverse Electric Cooperative's policies and procedures, programs, services, organizational chart, and service territory.
4. Knowledge of Traverse Electric Cooperative's specifications, basic electricity electric system operations and related equipment required.
5. Must be skilled and have the ability to operate and maintain job-related equipment.
6. Must have a thorough knowledge and understanding of the National Electric Safety Code, safety rules, OSHA rules and regulations, and working policies and procedures.

C. Abilities and Skills

1. Answer member inquiries effectively by providing accurate, meaningful and courteous responses to questions in a timely manner.
2. Support teamwork by providing effective participation, cooperation and communication.
3. Must be innovative in order to creatively develop new solutions to problems. Seek, recommend, develop, support and encourage new ideas.
4. Pursue personal development opportunities and be committed to stay technically current. Practice new skills to develop competence and confidence. Actively participate in training and meetings.

5. Use of computer/iPad for required programs such as, but not limited to, mapping, SCADA, outage management, timesheets, service orders, staking sheets, metering, etc.
6. Employee required to operate vehicles that include but are not limited to:
 - a. Cable plow
 - b. Tampers
 - c. Skid loader / Attachments
 - d. Tractor loader backhoe
 - e. Aerial lift
 - f. Trencher
 - g. Digger derricks
 - h. Dump trucks
 - i. Forklift
 - j. Backhoe trucks
 - k. Pick-up truck
 - l. Other vehicles
 - m. Pay loader
7. Employee uses a variety of hand tools, machines and special equipment that includes, but is not limited to:
 - a. Chain saw
 - b. Air Hammer
 - c. Tree trimmer
 - d. Crimping tools
 - e. Hydraulic tools
 - f. Underground cable locator
 - g. Compressor
 - h. Torches
 - i. Portable generator
 - j. Shovel
 - k. Chipper
 - l. Variety of hand tools
 - m. Climbing hooks and belts
 - n. Computers/iPad
8. Lifting/Carrying

- a. On a frequent to continuous basis, employee is using a variety of hand tools throughout the day, weighing approximately 10-50 pounds. On an occasional basis, up to one-third of the day, employee is lifting and carrying 10-50 pounds of cable equipment and tools. The heaviest weight a worker is required to carry is a conductor and related line hardware weighing up to 150 pounds. This is lifted on average of several times per week, usually with the assistance of another employee.

9. Reaching

- a. For the majority of the day, up to two-thirds, the employee is reaching below shoulder height. The employee is working below shoulder height while performing maintenance work on substations and while operating a variety of equipment.
- b. The employee is also working at shoulder height on an occasional basis, reaching 4-6 feet out to the side while performing overhead line construction or maintenance work.
- c. On an occasional basis, employee is also reaching above shoulder height while working from the pole, maintaining equipment and working with the conductor.

10. Pushing/Pulling

- a. On a continuous basis, employee may be required to push, pull and lift while using a shovel and while pulling cables, which may be lying in a trench.
- b. Most work is done independently, but occasionally work is done with another employee. The cables weigh 2-3 pounds per foot and are on large reels.
- c. The employee is also pushing and pulling while loading poles, and while using crimping tools and other various tools and equipment.

11. Climbing

- a. On an occasional basis, employee is required to climb out of trenches. During the summer months, this is done on a daily basis.
- b. On an occasional basis, employee is also climbing a ladder to work on a substation. When required to climb pole, employee is climbing an average of 40 feet.
- c. Employee will be climbing 2-3 steps into and out of the truck on a continuous basis throughout the workday. The employee is required to climb these steps an estimated 10-20 times per day.

12. Twisting/Rotating

- a. Continuous twisting and rotating from the hips, shoulders, and neck is required throughout the workday.
- b. The employee is twisting and rotating from the hips and shoulders while shoveling dirt and while operating equipment.
- c. The employee is twisting from the neck on a continuous basis while working on the pole.

13. Handling

- a. On a continuous basis, finger dexterity is required to operate a variety of hand tools and while stripping cable.
- b. Simple and firm grasping, and gripping is required while using the crimping tools and while operating the bucket. Gripping and grasping is also used throughout the day while shoveling and while using hand and power tools.

14. Stooping/Bending/Squatting

- a. Stooping, bending, and squatting are performed on a frequent basis throughout the workday.
- b. Employee is stooping on a frequent basis while shoveling. Shoveling with a shovel may be required up to two-thirds of the workday.
- c. Employee is bending while working on cables, conductors, or underground equipment.
- d. Employee may be required to squat for short duration while working on various equipment.

15. Kneeling

- a. Employee may be kneeling on a frequent basis while working on underground transformers and while performing other underground work.
- b. During the summer, working in trenches may be required on a daily basis. This is required less often during the winter months.

16. Standing/Walking/Sitting

- a. For the majority of the workday, the employee is standing. It is estimated the worker stands approximately 85 percent of the day. The employee may be standing while performing maintenance work on the lines, substations and equipment.
- b. Employee is walking approximately 30 percent of the day. Since the employee works outdoors, the worker may be exposed to uneven ground, ice, snow and mud. Employee is walking to reach the worksite, to move equipment and tools from the truck to the worksite, and while moving cable.
- c. Employee is sitting approximately 15 percent of the day while riding or driving in the truck to and from the worksite. In addition, the employee is required to attend meetings and to complete daily timesheets and reports as required.

17. Talking/Hearing

- a. Since employee may be required to work independently or work with other employees as a team, talking is required to communicate with team members, cooperative members and other personnel. The employee is talking while coordinating work activities with other team members and

while communicating with dispatch and others over two-way radio.

- b. Hearing is required in order to receive instructions and direction from the supervisor in charge, cooperative members or other personnel. Hearing instructions over two-way radio from dispatch is also required on a frequent basis throughout the workday.
- c. In addition, talking and hearing while operating and working around potentially dangerous tools and equipment is necessary as a safety concern for the employee and other team members.

18. Vision

- a. Employee must have the ability to read specifications, diagrams, map books for work locations, and numbers on parts and equipment.
- b. Good eyesight and ability to identify colors, particularly red, green, blue, and white are used to identify appropriate parts and equipment. Color-coding is used on energized cables of the electrical system to identify phases.
- c. Depth perception is also used by the employee to recognize distances from the conductor and is required on a continuous basis to maintain safety for the employee.

19. Working Above Ground

- a. On a frequent basis, employee is working above ground in a bucket while performing maintenance work.
- b. On an occasional basis, employee is working above ground on poles. These poles, on average, are 35-45 feet above the ground. A variety of climbing and safety equipment is used by the employee while climbing and working on the pole.

20. Foot Controls

- a. Employee uses foot controls on a continuous basis while operating a variety of vehicles. Foot controls are used while operating digger derricks, Trucks, skid steer, backhoe, pickup trucks, and forklifts, etc.

D. Working Conditions (Environmental Safety)

- 1. Regular and punctual attendance is an essential function of this position. Variations to the work schedule need to receive the supervisor's approval.

2. Employee must be able to work safely, obeying all safety rules and Traverse Electric Cooperative's policies.
3. A variety of safety equipment may be used on a daily basis while performing work:
 - a. Fire Retardant clothing
 - b. Body Harness
 - c. Hard hats
 - d. Ear plugs
 - e. Safety glasses
 - f. Face masks
 - g. Chaps
 - h. Work Boots – safety-toed
 - i. Rubber gloves
 - j. Fall arrest strap for climbing
 - k. Rubber sleeves
 - l. Rain gear
4. In addition, road flares, signs, cones, and safety vests are used as an additional safety measure for traffic control.
5. Employee is working outside, exposed to weather elements, the majority of the time. It is estimated the employee works outside 90 percent of the time. The employee may be exposed to cold, freezing temperatures or hot, humid conditions and may be exposed to rain and snow.
6. Employee is working indoors the remainder of the day while completing timesheets and getting work direction. Time is also spent gathering and/or returning materials and equipment, and cleaning and maintaining equipment, tools and warehouse as appropriate.
7. Employee may be exposed to chemicals and chemical fumes, such as those used in wood preservatives, aerosols, and insecticides. The employee is usually exposed to these kinds of chemicals and fumes while working outdoors.
8. Employee may be exposed to a noisy environment, especially working in and around construction sites and on road projects. The worker may be required to work around graders, dozers, and generators. In addition, machinery and equipment such as air compressors, trucks and traffic may also create a noisy environment.
9. While working outside, the employee may be required to walk on uneven ground, walking in snow, mud and ice.
10. Employee may be required to work overtime hours and be on standby for emergencies and power outages.

11. Employee is required to work in a stressful environment and potentially stressful situations while working on high voltage equipment, while working above ground, and other potentially dangerous situations. The worker is required to be very alert due to working in a high-risk area where there is no room for error.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.