



## Union County Electric Cooperative, Inc.

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[www.unioncounty.coop](http://www.unioncounty.coop)

# POSITION DESCRIPTION JOURNEYMAN LINEMAN

## I. OBJECTIVES:

1. To provide maximum service to member-consumers by:
  - a. Provide safe and efficient performance of the tasks associated with the construction, operations, and maintenance of distribution line facilities.
  - b. Being familiar with operating policies and procedures.
  - c. Cooperating on matters pertaining to electrical service requirements.
  - d. Assist in all aspects of the Operations area work load.
  - e. Maintaining a strong focus on safety.
  - f. Maintaining an open line of communication.
2. To contribute to effective public relations by:
  - a. Being familiar with the rural electric program and developing enthusiastic support for it.
  - b. Encouraging active participation in community and civic affairs.
  - c. Striving to always conduct one's self in a socially acceptable manner.
  - d. Maintaining a good working relationship in all contacts outside the immediate cooperative environment.
3. To contribute to effective employee relations and overall cooperative functions by:
  - a. Working with other employees in a respectful and supportive role.
  - b. Maintaining a good attitude in all contact with fellow employees.
  - c. Learning what is required for efficient job performance by observation, inquiry and study.

## II. RELATIONSHIPS:

### A. *Reports to:*

1. Lead Lineman - Consult with and obtain information concerning responsibilities, receive instructions and training, and obtain necessary approvals.
2. Line Superintendent

## III. RESPONSIBILITIES:

### A. *General Duties and Responsibilities*

1. Performs the following regular activities in the operations, maintenance and construction of distribution facilities:
  - a. Constructs both overhead and underground lines according to REA specifications.
  - b. Completes transformer and metering hookup assignments.
  - c. Perform all phases of maintenance involved with overhead and underground lines.
  - d. Performs all duties according to the Safety Manual adopted by the board of directors.

2. Participates actively in the SDREA and the cooperative's Job Training and Safety Programs as directed and carries first aid and CPR card.
3. Understands, follows and enforces the safety manual as adopted by the board of directors.
4. Studies department and cooperative memoranda and procedures in order to become fully informed on circuits connections, switching of lines and equipment and maintenance of cooperative equipment and apparatus.
5. Operates all cooperative vehicles in accordance with local and state laws and cooperative polices.
6. Maintains physical control of all materials and supplies received for use in his control.
7. Operates radio communications facilities as prescribed by the FCC and cooperative regulations.
8. Makes use of all types of cooperative firefighting equipment and understands the application of each type.
9. Use of and uses hotline tools in accordance with cooperative safety regulations and hotline tool procedures.
10. Understands the use of first aid and protective equipment on the job.
11. Reports to Crew Foreman any hazard or information that has a bearing on the business of the cooperative.
12. Participates in regular and special meetings of the department to keep informed on progress of work programs and schedules.
13. Studies books and other publications to improve supervisory ability and keep informed of industry trends.
14. Performs other activities and assumes responsibilities as required by the Line Superintendent and Lead Lineman.
15. Prepares material charge and credit tickets to account for material used and retired by him.
16. Reviews his times sheets and transportation tickets for accuracy.
17. Makes periodic inventories of materials, tools, and equipment assigned to his control.

#### **IV. PHYSICAL REQUIREMENTS**

##### **A. *Some physical skill is required:***

Certain coordinated finger, limb or body movements must be performed in the course of regular work routines. Extensive physical exertion is required from time to time. The position requires the ability to climb poles, lift heavy objects, and operate heavy equipment. The position requires some walking through forested and undeveloped terrain. A valid South Dakota commercial driver's license is required. A current DOT Physical card is also required.

##### **B. *Essential physical functions include but are not limited to:***

1. Talking and listening in person and on the telephone to discuss work assignments.
2. Near vision for reading and reviewing work, and for operating a computer.
3. Use of computer keyboard and monitor.
4. Depth perception for driving, as the position requires extensive travel to job sites.
5. Ability to climb poles and use equipment necessary of construction, operation, and maintenance of the cooperative's system.
6. Must have the ability to lift 150 pounds unaided to a height of 36", and to lift 75 pounds unaided to a height of 60".

## V. WORK ENVIRONMENT:

Because the Journeyman Lineman will frequently work on the member's property, it is imperative to be trustworthy, cordial, and professional. Generally working conditions are good. There are some exposures to extremes in temperature, weather, noise, and safety and health hazards.

## VI. KNOWLEDGE, EXPERIENCE, ABILITIES, AND SKILLS:

### A. *Competencies:*

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving. Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
2. Technical Skills. Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
3. Customer Service. Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
4. Interpersonal Skills. Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. Oral Communication. Responds well to questions; Participates in meetings.
6. Written Communication. Able to read and interpret written information.
7. Teamwork. Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Supports everyone's efforts to succeed.
8. Leadership. Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
9. Cost Consciousness. Conserves organizational resources.
10. Ethics. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
11. Organizational Support. Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities.
12. Judgment. Exhibits sound and accurate judgment.
13. Motivation. Demonstrates persistence and overcomes obstacles.
14. Planning/Organizing. Prioritizes and plans work activities; Uses time efficiently.
15. Professionalism. Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.
16. Quality. Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
17. Quantity. Completes work in timely manner; Strives to increase productivity.
18. Safety and Security. Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

19. To properly and safely operate all vehicles, power-operated equipment and testing equipment used in the completion of daily work assignments.
20. Adaptability. Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
21. Attendance/Punctuality. Is consistently at work and on time.
22. Dependability. Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.
23. Initiative. Asks for and offers help when needed.
24. Innovation. Meets challenges with resourcefulness; Generates suggestions for improving work.

**B. *Essential Knowledge and Duties:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to climb poles and work from a bucket truck.
2. Education. Associate's degree (A. A.) or equivalent from two-year college or technical school; and successful completion of a qualified four-year Journeyman Lineman training program such as the Dennis Merchant Apprentice Lineman Training Program.
3. Experience. Four years experience as an Apprentice Lineman is required. An additional two years of experience in power line construction and maintenance may be substituted for vocational/technical education.
4. Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
5. Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
6. Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Computer Skills. Must be able to operate a computer to program and read meters and learn new duties as technology becomes cost effective.
8. Must understand the Safety Manual adopted by the board of directors and be able to implement its direction.
9. Must have completed a UCEC approved apprenticeship training program and hold a journeyman lineman certificate or have sufficient year of experience.
10. Must be able to locate primary and secondary electric lines with underground locating device.
11. Must be skilled in operating line vehicles, bucket and digger trucks, and electronic measuring of lines.
12. Must have the ability to effectively supervise employees.
13. Ability to follow instructions, make decisions, and properly fill out paperwork.
14. Ability to analyze time and equipment needs of assigned jobs.
15. Ability to work independently and efficiently.

16. Ability to maintain complete confidentiality of classified information.
17. Must be able to respond to the office for an outage call in less than 20 minutes.
18. Appearance must project a professional and positive image for the Cooperative and must wear company approved safety clothing and uniforms.

**C. *Certificates, Licenses, Registrations.***

1. First Class Journeyman Lineman
2. Certificate and Commercial Drivers License (CDL).
3. Department of Transportation Medical Examiners Certificate

**VII. SUMMARY:**

1. This position description is intended to describe the general nature and level of work being performed by the person assigned to this position. Duties and responsibilities are intended to describe those functions that are essential to the performance of the job. They are not listed in any particular order of importance.
2. This position description does not state or imply that the above are the only duties and responsibilities assigned this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.