

ALBEMARLE ELECTRIC MEMBERSHIP CORPORATION

LINEMAN FIRST CLASS

Position Description

Reports To: Manager of Operations

Supervises: Linemen as assigned by Crew Leader or Operations Manager, and other personnel temporarily assigned to assist.

FLSA Status: Non-Exempt

Review Date: April 1, 2013

I. OBJECTIVES

- A. To provide maximum service to the Cooperative by:
 - 1. Rendering prompt, efficient, courteous, and reliable line construction operation and maintenance service that will promote goodwill between the Cooperative and its members.
 - 2. Being familiar with the National Electrical Safety Code and knowing RUS specifications in regard to house wiring and line construction.
 - 3. Performing all work required in connection with construction, replacement, maintenance of distribution lines and service to or on a consumer's premises with electric service.
- B. To encourage in coordination with the Member Services Department the wise and efficient use of electric power to make rural living easier and more productive.
- C. To promote effective public relations by participating in civic organizations and community affairs to develop support for the Cooperative's plans, programs, and objectives.
- D. To encourage and help maintain a high standard of morale among fellow employees by fostering team spirit, cooperation, and enthusiasm.

II. POSITION REQUIREMENTS

- A. Education – High School Diploma or GED Certificate. Completion of an accredited apprenticeship program for linemen is required. Completion of an accredited career development program for linemen is preferred. Experience and training may be accepted in lieu of education requirements.
- B. Experience – A minimum of six years as an Apprentice Lineman with an electric membership cooperative or an electric utility. Must have completed field training, and have a working knowledge of safety standards and operating procedures, and practiced

theory in all phases of power line installation and maintenance. Must be proficient in pole top and bucket techniques.

C. Physical Demands:

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Very heavy work includes lifting up to 50 pounds and occasionally lifting in excess of 50 pounds.
3. Must have the physical and mental faculties required to perform the essential duties of the position which include, but are not limited to kneeling, stooping, crawling, and pushing; working from a bucket; lifting and pulling cable; digging with a shovel and proficient use of other hand tools; frequently pulling cable and rope; work performed also involves working from a ladder and climbing poles. Must be able to pass the company required physical exam consistent with AEMC policies.

D. Working Conditions – Outside work in various weather conditions and terrain, availability for necessary overtime and to be on call, as required.

E. Safety Training – Employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative's safety manual that pertain to their respective job assignments. Employees shall attend regularly scheduled safety training meetings for training in all areas that pertain to their respective job assignments. A Lineman First Class must maintain a current first-aid and CPR Training card exhibiting a fundamental knowledge of basic first aid, cardiopulmonary resuscitation, and be able to initiate the emergency May-day procedures. All employees are subject to random drug and alcohol testing consistent with DOT regulations and AEMC policies.

II. FUNCTIONS

This position is the culmination of an extended training period planned to develop a competent craftsman who can provide the needed services for the construction, operation, and maintenance of the Cooperative's electrical distribution, and transmission system. The Lineman First Class is qualified to perform most aspects of line work without direct supervision.

A. Nature of Work – The Lineman First Class assumes full responsibility for completed pole work and bucket work of all types.

B. Line Conditions – The Lineman First Class is expected to be able to perform all kinds of routine line work without close supervision.

- C. Materials and Equipment – The Lineman First Class shall be expected to perform any and all of the duties of his previous positions, in a competent manner without close supervision.
- D. Safety Practices and Training – He should assist regularly in job training and safety activities as an instructor. By his own work practices, he should set an example of safe practices for other linemen in training.
- E. Electrical Theory – The Lineman First Class should constantly use the electrical theory he has previously learned and continue the learning process.
- F. Records, Reports, and Related Information – The Lineman First Class must continually keep abreast of all changes affecting any records, reports, and related information for which he is responsible.
- G. Must have the ability to perform the outside duties of this position during extreme adverse weather conditions, and be able to work day and/or night for the restoration of service. Must also be able to endure insect bites and endure the presence of pollens, spores, dust, and other airborne particles.

The Lineman First Class sets goals, formulates plans, and helps develop procedures for the most effective use of working time for the above listed functions.

IV. JOB SKILLS DEMONSTRATION

The Lineman First Class shall be expected to perform all job skills as listed for Apprentice I, II, III, and Lineman positions. He will continue to develop and maintain necessary skills and will effectively use all resources available to satisfy the following standards:

- A. A working knowledge of the construction and maintenance of distribution lines, transmission lines, and substations.
- B. A working knowledge of the National Electric Safety Code (NESC).
- C. An ability to fill in for the supervisor when needed.
- D. An ability to read and interpret maps, specifications, staking sheets, say charts, and complex diagrams.
- E. Must possess and maintain a valid Class A Commercial Driver's License (CDL) and maintain a good driving record.
- F. A valid training certification in Flagging and Excavating, and a Trenching Certification.

- G. Operate a laptop computer to access system maps.
- H. Knowledge of RUS Specifications.
- I. Experience using a trencher to trench in primary and secondary cable.
- J. Experience setting pad mount transformers, singular and three-phase enclosures.
- K. Experience terminating primary and secondary cable and identify where they are feeding and label open and two-way feeds.
- L. Experience splicing primary and secondary cable.
- M. Experience terminating a dip pole A, B, C phase and their components.
- N. Experience techniques of pulling cable and conduit.
- O. In addition to the above job skills, the following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of the Corporation. The basic requirement of every position is to perform all tasks as assigned by the supervisor.
 - 1. Effectively work on energized lines without supervision.
 - 2. Effectively meets job qualification standards as required by OSHA.
 - 3. Understand all circuits used on the system and related safety requirements.
 - 4. Accurately completes all forms related to the investigation of consumer service complaints and outage reports.
 - 5. Connects temporary and converts temporary service to permanent service.
 - 6. Uses all types of fault locators, both primary and secondary.
 - 7. Traces and locates buried cable as necessary.
 - 8. Assists in substation operations and maintenance.
 - 9. Maintains current knowledge of distribution feeds and circuits and switches loop feeding when necessary.
 - 10. Provide training and supervision to other line crew employees, as required during crew leader's absence.
 - 11. Cuts right-of-way, performs landscaping, complete concrete and asphalt repairs as required.
 - 12. Effectively installs conduits and plastic ducts.
 - 13. Visually checks lines, poles, insulators, transformers, service entrances, right-of-ways, etc., for damages or unsafe conditions and reports same to immediate supervisor.
 - 14. Completes all necessary forms, reports, records, and information in an accurate and timely manner.
 - 15. Abides by Corporation's policies, by-laws, and its rules and regulations.

16. Responsible for the daily inspection, service, and maintenance of assigned vehicles and equipment.
17. Comply with the proper operating practices in the use of the two-way radio.
18. Rotates being on-call for after normal working hours to provide electric service.

V. RELATIONSHIPS

Establishes and maintains the following contacts and relationships for the purpose of coordination and communication:

A. Internal

1. Crew Leaders – Advises, assists, and informs on any matter pertaining to the job; seeks advice, assistance, and information as necessary.
2. Line Crew, Underground Crew, and other employees – Cooperates with on all work activities, in maintaining high morale and in the exchange of information that will benefit the Cooperative.

B. External

1. Members – Explains Cooperative's operation, services, and policies, and answers member questions at every opportunity. Refers members to appropriate sources to answer questions and explain issues which he is not prepared to deal with.
2. Community – Participates in community and civic programs and projects; seeks every opportunity to develop understanding and acceptance in the Cooperative's plans, programs, and objectives.