

**ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION**  
**JOB DESCRIPTION**

**TITLE: Apprentice Lineman I**

**DEPT: Operations**

**FMLSA: Non-Exempt**

**REPORTS TO: Manager of Operations**

Albemarle Electric Membership Corporation (AEMC) is an electric distribution cooperative that serves approximately 13,000 members in five counties located in northeastern North Carolina. AEMC strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

**Job Summary:** This position is part of our operations team providing prompt, efficient and reliable service to our members directed by the line crew and leadership team. As an Apprentice Lineman I, you will be trained and become familiar with the lineman process. This training may include on-line schooling, in-the-field schooling, and classroom schooling. It is the responsibility of this employee to proceed through the training in the schedule set by the management team. They must promote AEMC in a professional way when working with co-workers, contractors, members, and the public.

**Supervisory Responsibilities:** None

**Duties / Responsibilities:**

1. Will learn and be responsible for completing duties of a groundman. Assisting experienced Lineman and Crew Leaders from the ground.
2. Learn what is expected and gain experience on practice poles, framing poles properly on the ground, install poles, anchors, and guys.
3. Expected to work with and care for all basic materials and equipment used by their assigned crew (s) in line construction.
4. Be trained and learn the Distribution Specification Manual, Basic Electrical Theory, including circuits, and grounding connections, read system maps, learn the voltage of the lines their crew works on, begin understanding the layout of distribution system.
5. Learn basic work order procedures and prepare material tickets.
6. After training as a groundman, this person should be progressing thru training and be able to move to more qualified tasks such as:
  - 6.1. Learn to climb safely in a learning environment.
  - 6.2. Learn to work on poles that are de-energized/new construction and always in the presence of a qualified lineman in the beginning of training.
  - 6.3. Frame erected poles and install guys on the pole, string, and tie-in conductors.
  - 6.4. The proper care and storage of all tools including personally assigned lineman tools and equipment.
7. Learn to read system maps and staking sheets to determine the needs of individual jobs.
8. Learn to use hand tools, brush clearing/right-away clearing tools, hot line tools, grounds, and rubber hoses.
9. Assist crew members as requested and directed. Complete reports and paperwork as instructed in an accurate and timely manner.

10. Operate a forklift in a safe manner following all AEMC safety policies and procedures. Complete all inspections and daily reports. Use the forklift to move materials and supplies.
11. Ability to safely secure job sites to protect the public, workers, and environment.
12. Promptly notify your manager and/or crew leader of any operational or personnel issues so that corrective action may be taken.
13. As a member of the Cooperative team, you are expected to attend meetings to include but not limited to The Annual Meeting, committee meetings, safety and employee meetings and training.
14. All linemen shall be trained in and be familiar with all AEMC safety-related work practices, safety policies and procedures and other safety requirements. It is the employee's responsibility to participate and follow AEMC safety policies and procedures that include but are not limited to alcohol and drug testing, CPR and first aid training, May-day procedure, pole-top rescues, AEMC Emergency Action Plan, and other AEMC safety policies and procedures.
15. It is the employee's responsibility to work in a safe manner following the practices and procedures set by AEMC.
16. Participate in civic and community activities and assist with the "Green" initiative to promote the Cooperative as a community leader.
17. The employee may be asked to perform other related duties assigned by management that are not listed.

**Skills / Abilities:**

1. Must have a High School Diploma or General Education Development (GED) Certificate. Experience and training may be accepted in lieu of education requirements.
2. Must have and maintain an active Commercial Driver's License (CLD) Class-A in good standing.
3. This position requires satisfactory completion of DOT drug screenings, driving records reporting and medical examinations.
4. Must be proficient in computer skills to accurately complete records, reports, access system maps, emails, directions and accesses, and complete on-line education.
5. This position requires the worker to work outside in adverse weather conditions including but not limited to extreme heat, extreme cold, wet, and windy conditions both day and night and must be able to endure insect bites, pollens, spores, dust, and other airborne particles.
6. Mandatory to work overtime and be on call as required.
7. Must have the ability to work at elevated heights, climbing ladders, poles and working from a bucket.
8. Very heavy work is necessary. Must be able to lift fifty (50) pounds on a regular basis and occasionally lift more than fifty (50) pounds.
9. Strong oral and written communication skills and the ability to multi-task while maintaining a strong and accurate attention to detail.
10. Able to understand and follow other's directives, responses, and feedback in a positive professional manner.
11. Must be able to report to work in all weather conditions, which may include around-the-clock operations. They will be expected to assist as needed during a large-scale outage or emergencies, helping with any task deemed necessary and safe by management.

12. All employees should have the ability to arrive at the Cooperative office within forty-five (45) minutes of a call being made by the management team in response to outages and/or emergencies.
13. Must have the physical and mental capability to complete tasks while walking, sitting, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing and observe details at a close range or at a distance.
14. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

*Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.*