

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 will include on-line schooling, in-the-field schooling, and in classroom schooling. It is the responsibility of this employee to proceed through the training in the schedule set by the management team. Becoming a qualified lineman and/or crew leader, providing highly skilled and continuous superior services that is essential to the membership.

Supervisory Responsibilities: None

Duties/Responsibilities:

1. As an Apprentice I, you will be responsible to complete 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 in by his assigned crew (s) in line construction.
4. Be introduced and become familiar with 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:
 - a. Learn to climb safely in a learning environment.
 - b. 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.
 - c. Frame erected poles and install guys on the pole, string and tie-in conductors.
 - d. 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 the use hand tools, brush clearing/right-away clearing tools, hot line tools, grounds, and rubber hoses.

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9. Assist crew members as requested and directed. Complete reports and paperwork as instructed.
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 pass class and maintain a first aid and CPR training card. This training will be provided by AEMC and gives the employee fundamental knowledge of basic first aid, cardiopulmonary resuscitation pole-top resuscitation, and the ability to initiate the emergency May-day procedures.
12. Ability to safely secure job site to protect the public, workers, and environment.
13. All 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 duties.
14. It is the employee's responsibility to attend regular safety training, safety tailgates, and work in a safe manner following the practices and procedures set by the company.
15. 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 the satisfactory completion of DOT drug screenings, driving records and medical examinations.
4. Good computer skills to accurately complete records, access system maps and direction, access, and complete on-line education are necessary.
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.
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 up to 50 pounds on a regular basis and occasionally lift in excess of 50 pounds.
9. Essential job functions will require the ability to read, write, verbally communicate accurately, and understand other's directives and responses. Observe details at close range and at a distance.
10. Must have the physical and mental capability to complete tasks while walking, sitting, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing.
11. This position requires the worker to work in outside environments and must be able insect bites, pollens, spores, dust, and other airborne particles.
12. Reasonable accommodations 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.