

Maquoketa Valley Electric Cooperative

Job Title: Lead Lineman-Maintenance
Department: Operations
Reports to: Line Foreman or Operations Mgr.
FLSA Status: Non-Exempt/Hourly

Prepared by: Human Resources
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Approved by: Dan Schulte
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SUMMARY

This position performs and/or directs others in the construction, maintenance and operation of overhead and underground distribution lines in assigned territory. Keeps informed on changes in the industry and learns, complies with and assures compliance with all safety policies, procedures, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Lead Lineman-Maintenance shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

1. Performs all the necessary activities in the construction and maintenance of energized and de-energized overhead and URD distribution lines in assigned territory. Activities include but are not limited to the following:
 - a. Frames, sets and aligns poles
 - b. Strings armor-rod
 - c. Sags and ties in conductors on all types of poles and structures
 - d. Installs and changes out all transformers
 - e. Installs underground primary and secondary lines, pad mount transformers and related equipment
 - f. Performs hot line work
 - g. Operates line trucks and bucket trucks and other assigned equipment. Ensures that these are maintained in good working condition.
2. Keeps constantly informed as to the direction of line feeds, location of reclosing and switching devices. Ensures that personnel know whether conductor is energized or de-energized. Issues or receives clearance to energize or temporarily de-energize lines.
3. Patrols the line and is alert to any unsafe or satisfactory conditions existing, and reports to appropriate supervisor

4. Inspects completed work to ensure that it is built according to specifications, in compliance with all safety policies, procedures and rules and sees that job locations are left in a neat and safe condition following completion of the work.
5. Keeps familiar with territorial limits of the Cooperative and agreements with other electric utilities
6. Sees that all vehicles and equipment are operated in accordance with all rules and regulations
7. Ensures that all assigned personnel carry out safety policies and procedures
8. Is familiar with the considerable hazards that exist, including falls, electric shock, and electric flash, automobile traffic and falling objects. Understands and utilizes safety and protective equipment. Must be able to render first aid, CPR and pole-top resuscitation.
9. Responds to members receiving outage and other calls and taking necessary action to maintain or restore service.
10. Ensures continuous service by providing 24 hour coverage as scheduled
11. Responsible for providing a safe work environment for themselves and all employees working near them

SUPERVISORY RESPONSIBILITIES

This position provides work direction to assigned line personnel.

QUALIFICATIONS

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.

- 3 Years experience as a Journeyman Lineman is preferred
- Must be able to do all work related to the erection, rearrangement, maintenance and removal of overhead and underground distribution lines.
- Must be able to service and maintain sectionalizers, and reclosers.
- Must be able to maintain records required for accounting of time and materials
- Must be able to operate assigned equipment including buckets, forklift, backhoe, trencher, winches, drills, chainsaws and high compression tools.
- Should have basic knowledge of poly-phase metering hook-ups and be able to properly install them
- Should have working knowledge of National Electrical Code.
- Must be able to perform first aid procedures including CPR, and pole-top resuscitation
- Must be able to organize work to complete deadlines
- Must be able to work with a variety of people under differing circumstances
- Should be skilled in training, motivating and evaluating assigned personnel in order to obtain the highest degree of productivity and the development of individual capabilities

Education and Experience

High School graduate or equivalent required. Successful completion of technical training at an accredited power line school is required. The position is required to participate in ongoing technical and safety training including hot line schools, applied electricity courses, etc.

Required Licenses or Certifications

Valid CDL

Language Skills

This position must have the ability to read, analyze, and interpret maps, staking sheets, sag charts and work orders and written instructions, as well as the ability to effectively present information and respond to questions from managers, and co-workers.

Mathematical /Computer Skills

Basic math skills and basic computer skills are required.

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written or oral form; Ability to define problems, collect data, establish facts, and draw conclusions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand. The employee is required to walk. The employee will frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Employee required to operate vehicles that include but is not limited to:

- (i) Aerial lift
 - (ii) Trencher
 - (iii) Digger derricks
 - (iv) Cranes
 - (v) Dump trucks
 - (vi) Forklift
 - (vii) Backhoe Trucks
 - (viii) Cable Plow
 - (ix) Tampers
 - (x) Skid Loaders
 - (xi) Tractor Loader Backhoe
- (2) Employee uses a variety of hand tools, machines and special equipment that include but is not limited to:
- (i) Chain saw

- (ii) Air hammer
- (iii) Tree trimmer
- (iv) Boring tools
- (v) Snowplow
- (vi) Crimping tools
- (vii) Hydraulic tools
- (viii) Compressor
- (ix) Torches
- (x) Portable generator
- (xi) Shovel
- (xii) Chipper
- (xiii) Variety of hand tools
- (xiv) Climbing hooks and belts

(3) Lifting/Carrying:

On a frequent to continuous basis, employee is using a variety of hand tools throughout the day, weighing approximately 10 to 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, weighing up to 60-100 pounds. This is lifted on average of several times per week, usually with the assistance of another employee.

(4) Reaching:

- (i) 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.
- (ii) The employee is also working at shoulder height on an occasional basis, occasionally reaching four - six feet out to the side while performing line maintenance work.
- (iii) On an occasional basis, employee is also reaching above shoulder height while working from the pole, maintaining equipment and working with the conductor.
- (iv) Employee may also be using and reaching from eight, ten and twelve foot ladders to check the connections on a house. This may be done on a daily basis.

(5) Pushing/Pulling:

- (i) On a continuous basis, employee may be required to push and pull and lift while using a five foot shovel and while pulling cables which may be lying in a trench.
- (ii) Most often this work is done independently, but occasionally is done with another employee. The cables weigh 2-3 pounds per foot and are dispensed in heavy reels.
- (iii) The employee is also pushing and pulling while loading poles, and while using crimping tools and other various tools and equipment.

(6) Climbing:

- (i) On an occasional basis, employee is required to climb out of trenches which may be up to four feet deep. During the summer months, this is done on a daily basis.
 - (ii) On an occasional basis, employee is also climbing an eight to twelve foot ladder to check the connection on a house or trim a tree. This is also occasionally done from a pole.
 - (iii) Employee must be able to climb a pole a minimum of 40 feet, work from heights, and rescue other linemen if required.
 - (iv) Employee is climbing two to three steps in to and out of the truck on a continuous basis throughout the work day. The employee is required to climb these steps an estimated ten to twenty times per day.
- (7) Twisting/Rotating:
- (i) Continuous twisting and rotating from the hips, shoulders, and neck is required throughout the work day.
 - (ii) The employee is twisting and rotating from the hips and shoulders while shoveling dirt and while operating equipment. The employee is twisting from the neck on a continuous basis while working on the pole.
- (8) Handling:
- (i) On a continuous basis, finger dexterity is required to operate a variety of hand tools and while stripping cable.
 - (ii) 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.
- (9) Stooping/Bending/Squatting:
- (i) Stooping, bending, and squatting are performed on a frequent basis throughout the work day.
 - (ii) The employee is stooping on a frequent basis while shoveling. Shoveling with a five foot shovel may be required up to two-thirds of the work day.
 - (iii) The employee is bending while working on cables, conductors, or pieces of equipment.
 - (iv) The employee may be required to squat for short duration while working on various equipment.
- (10) Kneeling:
- (i) The worker may be kneeling on a frequent basis while working on underground transformers and while performing other underground work.
 - (ii) During the summer, working in trenches may be required on a daily basis. This is required less often during the winter months.
- (11) Standing/Walking/Sitting:
- (i) For the majority of the work day, the worker is standing. It is estimated the worker stands approximately fifty percent of the day. The employee may be standing while performing maintenance work on the lines, substations and equipment.

- (ii) The worker is walking approximately thirty percent of the day. Since the employee works outdoors, the worker may be exposed to uneven ground, ice, snow, and mud when the employee is walking to reach the worksite, to move equipment and tools from the truck to the worksite, and while moving cable.
- (iii) The worker is sitting approximately twenty percent of the day while riding or driving in the truck to and from the worksite. In addition, the worker is required to attend meetings and to complete time sheets and reports as required daily.

(12) Talking/Hearing:

- (i) Since employee may be required to work independently or work with other employees as a team, talking is required to communicate with team members. The employee is talking while coordinating work activities with other team members and while communicating with dispatch over two-way radio.
- (ii) Hearing is required in order to receive instructions and direction from the person in charge. Hearing instructions over two-way radio from dispatch is also required on a frequent basis throughout the work day.
- (iii) 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.

(13) Vision:

- (i) Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.
- (ii) Good eyesight and ability to identify colors, particularly red, white green and blue, are used to identify appropriate parts and equipment. Color coding is used on energized cables of the electrical system to identify phases.
- (iii) Depth perception is also used by the worker to recognize distances from the conductor and is required on a continuous basis to maintain safety for the employee.
- (iv) The employee must have the ability to read specifications, diagrams, map books for work locations, and numbers on parts and equipment.

(14) Working Above Ground:

- (i) On a frequent basis, worker is working above ground in a bucket while performing maintenance work.
- (ii) On an occasional basis, worker is working above ground on poles. These poles, on average, are 35 to 40 feet above the ground. A variety of climbing and safety equipment is used by the employee while climbing and working on the pole.

(15) Foot Controls:

The employee uses foot controls on a continuous basis while operating a variety of vehicles. Foot controls are used while operating digger derricks, trucks, backhoe, pickup trucks, and forklifts, etc., etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Outside work in all kinds of weather may be required. Irregular hours including nights, weekends and holidays may be involved particularly during emergency situations. Overtime and participation in the On Call Rotation is required. If bad weather is forecast, the employee must consider the possibility of being called into work even when not on call.

EXTERNAL RELATIONSHIPS

This position will also work frequently with people outside the Cooperative, extending a positive, professional image of Maquoketa Valley Electric Cooperative in all communication and actions.

Member-Consumers: Advises and assists member-consumers in every way possible. Takes advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities. Ensures their safety at all times they may be present on a Cooperative job-site.

ATTACHMENT A

Maquoketa Valley Electrical Cooperative
LINEMAN POSITION
JOB TASK ASSESSMENT

Client Name: _____ SSN: _____
Tester: _____ Date: _____

Grip strength: Minimum 80 lbs, 3 reps each hand	Yes	No
Step-up into cab: 25" off floor, using handholds, 3 reps	Yes	No
Simulated hydraulic hose pulling: 30 lbs for 10 feet, 4 reps	Yes	No

Sustained forward bend posture (light hand work at 36" height) for 2 minutes	Yes	No
Sustained forward reach (light hand work at 48" height) for 2 minutes	Yes	No
Lifting: 10 lbs, (single-arm) waist-to-above head, 5 reps	Yes	No
40 lbs, floor to 36", 5 reps	Yes	No
80 lbs, floor to 48", 2 reps	Yes	No
Carry: 40 lbs, 40 feet, 3 reps	Yes	No
80 lbs, 40 feet, 1 rep	Yes	No
Simulated Shoveling: 2 minutes with 10 lb load (two 10 second rest breaks allowed)	Yes	No