

Maquoketa Valley Electric Cooperative
Employee Job Description NRECA Job Code 15Q

Job Title: Apprentice/Journeyman Lineman (1000 hour temporary position)

Prepared by: Human Resources

Department: Operations

Preparation Date: 2014

Reports to: Line Foreman or Lead Lineman

Approved by: Jim Waterman

FLSA Status: Non-Exempt/Hourly

Approval Date: October 2025

SUMMARY

This position becomes proficient in the construction, maintenance, and operation of overhead and underground distribution lines and transmission lines and operates substations. Keeps informed on changes in the industry and learns and complies with all safety policies, procedures, rules and regulations. This position is needed to help support the team in an Apprentice or Journeyman Position while we are covering for a short-term employee leave of absence. This position is expected, but not guaranteed, to last until the end of May 2026.

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 Lineman shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative. Under the direction of the Line Foreman or Lead Construction or Maintenance Lineman, the Lineman acquires the skills to successfully carry out the following activities:

1. Performs all the necessary activities in the construction and maintenance of energized and de-energized overhead and URD distribution lines. 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. Loads and unloads poles, transformers and other materials
3. Assists in adjusting, setting and operating regulators, oil circuit reclosers, cutouts, and other line devices.

4. Assists in the maintenance and operation of all substation facilities
5. Learns how to install security lights
6. Learns how to install single-phase and three-phase metering equipment
7. Pulls scheduled stand-by duty and emergency maintenance, as required
8. Trims trees and clears right-of-way, as required.
9. Reads and sets meters, as required
10. Collects delinquent accounts, as required
11. Is familiar with system circuits and knows line feeds
12. Patrols the line and checks for defective materials, equipment or unsafe conditions and notifies crew leader or supervisor of problem areas.
13. Inspects work after completion to ensure that it has been done in accordance with applicable specifications and codes.
14. 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.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

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.

- Must be able to maintain records required for accounting of time and materials
- Must be able to demonstrate knowledge at each stage of the apprenticeship program
- Must be proficient in first-aid methods and CPR

Education and Experience

High School graduate or equivalent required. Post high school training in electricity and in powerline courses is required. Position is required to participate in ongoing technical and safety training including hot line schools, applied electricity course, etc.

Required Licenses or Certifications

Valid Iowa CDL

Language Skills

This position must have the ability to read, analyze, and interpret maps, 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 and 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.

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 is 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.