

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

Job Title: **Line Foreman-Underground**
Department: **Operations**
Reports to: **Operations Manager**

Prepared by: **Human Resources**
Preparation Date: **October 2026**

FLSA Status: **Non-Exempt/Hourly**

Approved by: **Jeremy Richert**
Approval Date: **October 2, 2026**

SUMMARY

The Line Foreman – Underground is a working Foreman who leads assigned personnel while actively participating in the safe construction, maintenance, operation, troubleshooting, and restoration of electric distribution facilities. The primary focus is underground distribution, with overhead, substation, outage restoration, and other line work performed and directed as seasonal and operational needs require. The position provides ongoing training, mentoring, development, and evaluation of assigned personnel; ensures work meets Cooperative standards and applicable requirements; and maintains knowledge of changes in the electric utility industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties describe the general nature and level of work and are not exhaustive. Other duties may be assigned to fulfill Cooperative objectives.

- Leads safe execution of assigned work, conducts job briefings, addresses job-site hazards, and ensures compliance with Cooperative safety policies and work practices.
- Directs and coordinates assigned personnel in construction, maintenance, operation, and repair of energized and de-energized underground and overhead facilities.
- Ensures personnel understand the energized or de-energized status of conductors and equipment and issues or receives required clearances.
- Provides ongoing training, mentoring, instruction, and development to assigned personnel to build their knowledge, skills, safety awareness, and ability to perform assigned work, with particular emphasis on underground distribution construction, maintenance, and troubleshooting.
- Observes and evaluates the work, performance, progress, and development of assigned personnel and communicates performance and development information to Operations management for use in the formal employee evaluation process.
- Installs, maintains, troubleshoots, repairs, and replaces underground primary and secondary lines, pad-mounted transformers, and related equipment.
- Is generally responsible for leading the response to underground distribution issues during regularly scheduled work hours, including troubleshooting, isolation, repair, and

restoration. Coordinates or directs additional personnel as workload and operational needs require.

- Performs and directs overhead construction and maintenance, including framing, setting and aligning poles, and sagging and tying conductors; installs and replaces transformers and associated equipment.
- Performs and directs energized line work in accordance with Cooperative safety policies and established practices.
- Operates assigned trucks, bucket trucks, backhoes, trenchers, forklifts, winches, drills, chainsaws, high-compression tools, and other equipment.
- Operates and maintains substations as assigned and maintains knowledge of line feeds and reclosing, sectionalizing, and switching devices.
- Coordinates work with Engineering and other Cooperative personnel to ensure construction and maintenance meet designs, specifications, applicable codes, and Cooperative standards. Inspects completed work to verify compliance with these requirements.
- Patrols facilities, reports or addresses unsafe or damaged conditions, and ensures job sites are safe and orderly upon completion.
- Ensures work orders, material records, time records, and other required documentation are accurate and timely.
- Ensures crew vehicles, tools, and equipment are operated and maintained in accordance with applicable requirements and reports needed repairs or unsafe conditions.
- Keeps current with equipment, technology, construction practices, safety requirements, and other developments affecting electric utility operations.

SUPERVISORY RESPONSIBILITIES

Provides daily supervision, work direction, training, mentoring, and development to assigned personnel. Evaluates performance and progress and communicates findings to Operations management for incorporation into formal employee evaluations. Works with management on training needs, performance and safety concerns, work assignments, and crew operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities necessary for successful performance of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong knowledge of underground and overhead distribution construction, maintenance, troubleshooting, and safe work practices.
- Ability to safely lead, train, mentor, motivate, develop, and evaluate assigned personnel.
- Ability to maintain accurate work records, organize assignments, set priorities, and meet deadlines.
- Ability to work effectively with employees, management, member-consumers, contractors, and the public.

- Ability to operate assigned vehicles, tools, and equipment.
- Ability to use a laptop, tablet, two-way radio, and other required technology.
- Ability to perform emergency procedures, including CPR, first aid, and pole-top rescue.

Education and Experience

High school diploma or equivalent and successful completion of technical training at an accredited power line school are required.

Experience with both underground and overhead distribution systems is required; significant underground construction, maintenance, troubleshooting, and restoration experience is preferred.

Three or more years of experience as a Journeyman Lineman is preferred. Experience should include work associated with the construction, maintenance, rearrangement, repair, and removal of underground and overhead electric distribution facilities.

Crew leadership, training, or mentoring experience is preferred.

Required Licenses or Certifications

Valid Iowa Commercial Driver's License (CDL) and maintenance of Cooperative-required safety and job-related certifications.

Language and Communication Skills

Ability to read and interpret maps, system diagrams, work orders, safety information, procedures, and instructions; clearly communicate assignments, hazards, safety expectations, and technical information; and communicate effectively with management, co-workers, member-consumers, contractors, and the public.

Mathematical and Computer Skills

Basic mathematics for distribution construction and maintenance and ability to use Microsoft Office and Cooperative systems to complete work orders, records, reports, and communications.

Reasoning Ability

Applies sound judgment to instructions and field conditions, evaluates problems and available information, and determines appropriate action within the position's authority. Makes timely decisions during outages, emergencies, and changing conditions affecting safety, reliability, or Cooperative property.

Physical Demands

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to stand, walk, climb, bend, stoop, kneel, reach, use hands and arms, communicate, and perform work in and around electric utility facilities and equipment. The employee must be physically capable of performing line work on uneven terrain and in varying weather and environmental conditions. The employee must be able to safely enter, exit, climb, and work from assigned vehicles and equipment and perform the physical activities

associated with underground and overhead electric distribution work. The employee will regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment and Scheduling

Work is regularly outdoors with exposure to severe or changing weather, uneven terrain, traffic, electrical hazards, moving equipment, and falling objects. Required safety and personal protective equipment must be used consistently. Overtime and irregular hours, including evenings, nights, weekends, and holidays, are required as necessary. The position participates in the mandatory on-call rotation and responds to underground and overhead outages, emergencies, and other operational needs. Severe weather or system conditions may require reporting to work when not scheduled on call. The position remains a working Foreman throughout the year, with assignments based on seasonal and operational needs.

EXTERNAL RELATIONSHIPS

The Line Foreman – Underground frequently interacts with individuals outside the Cooperative and is expected to maintain a positive and professional image of Maquoketa Valley Electric Cooperative in all communications and actions.

Member-Consumers: Provides assistance and information courteously and respectfully.

General Public: Maintains cooperative relationships and takes appropriate precautions to protect people at or near job sites.

Construction Contractors and Developers: Maintains professional, cooperative relationships and coordinates field activities to support safe and efficient construction in accordance with Cooperative standards and project requirements.