

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

**Job Title:** Apprentice Lineman  
**Department:** Operations  
**Reports to:** Line Foreman or Lead Lineman  
**FLSA Status:** Non-Exempt/Hourly

**Prepared by:** Human Resources  
**Preparation Date:** 2014  
**Approved by:** Dan Schulte  
**Approval Date:** April 2014

**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.

**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 Apprentice 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 Apprentice 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.

**Maquoketa Valley Electric Cooperative**  
**Employee Job Description NRECA Job Code 15N**

**Job Title: Journeyman Lineman**  
**Department: Operations**  
**Reports to: Line Foreman**  
**FLSA Status: Non-Exempt/Hourly**

**Prepared by: Human Resources**  
**Preparation Date: 2014**  
**Approved by: Dan Schulte**  
**Approval Date: April 2014**

**SUMMARY**

This position constructs, maintains and operates overhead and underground distribution lines and transmission lines and operates substations. Keeps informed on changes in the industry and learns, complies 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 Journeyman Lineman 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. 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. Adjusts, sets and operates regulators, oil circuit reclosers, cutouts, and other line devices.
3. Assists in the maintenance and operation of all substation facilities.
4. Installs security lights
5. Installs single-phase and three-phase metering equipment
6. Pulls scheduled stand-by-duty and emergency maintenance as required.
7. Trims trees and clears right-of-way, as required
8. Reads and sets meters, as required

9. Collects delinquent accounts, as required
10. Is familiar with system circuits and knows line feeds
11. Patrols the line and checks for defective materials, equipment, or unsafe conditions and notifies crew leader or supervisor of problem areas
12. Inspects work after the completion to ensure that it has been done in accordance with applicable specifications and codes.
13. 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.
14. Complies with all traffic laws, safety rules and regulations while operating assigned vehicles. Should, at all times, look out for the safety of the vehicle, its occupants and its load.

### **SUPERVISORY RESPONSIBILITIES**

This position provides work direction to apprentices and trainees and assists in training assigned 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.

- Must have completed at least 3 years in Maquoketa Valley Electric Cooperative's apprenticeship or equivalent program, and must be able to perform all the activities listed under essential duties and responsibilities of Journeyman Lineman.
- 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, bulldozers, 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

### **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 Iowa 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 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 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.

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