

HARRISON RURAL ELECTRIFICATION ASSOCIATION, INC.

APPRENTICE LINEMAN

1 PURPOSE

The specific purpose of Apprentice Lineman is to provide for a planned program of progressive training and experiences that will result in the development of skills and knowledge necessary for the construction, operation, and maintenance of a reliable electric system.

2 OBJECTIVES IN SERVING CUSTOMERS

- (a) To provide the customers with a reliable electric distribution system.
- (b) To determine the problem and restore the distribution system following interruptions of any kind.
- (c) To provide office employees with paperwork as necessary to complete timely billing, payroll, material control, etc.
- (d) To assist in providing safe work sites for employees and customers.
- (e) To treat all customers with respect and dignity.

3 RESPONSIBILITIES IN SERVING CUSTOMERS

General responsibilities applicable from apprentice to journeyman positions:

- (a) Restores quickly and efficiently electric service and other services supplied by Harrison Rural Electrification Association, Inc.
- (b) Looks for efficiencies and reports problems that hinder the efficient completion of work.
- (c) Participates in monthly safety meetings.
- (d) Follows policies and procedures and seeks input when information is unclear, inadequate, or requires interpretation.
- (e) Completes any necessary paperwork accurately and timely for office operations.
- (f) Studies, learns, and complies with all safety practices, procedures, instructions.
- (g) Operate vehicles as directed obeying all safety requirements.
- (h) Cuts right-of-way and trims trees if needed to restore service.
- (i) Performs routine equipment maintenance.
- (j) Loads and unloads material and equipment and sees that line trucks are kept stocked with sufficient inventory of supplies to make emergency repairs.
- (k) Returns all job locations to a neat, safe condition following completion of work, removing all cartons and discarded materials.
- (l) Operates radio communications equipment, abiding by the Federal Communications Commission's Rules & Regulations.

- (m) Refrains self and others from using profane language, obscene actions, or any other negative behavior that would reflect unfavorably upon the Harrison Rural Electrification Association, Inc..
- (n) Reviews daily work schedules and orally confirms the understanding of the assigned work.
- (o) Performs other work of this or any other classification requiring equal or lesser skills when assigned by supervisor.
- (p) Read meters and collect disconnects as needed.
- (q) Assumes responsibility for on-call work.
- (r) See attachments for detailed responsibilities at each level of training.

4 REPORTS TO:

Direct Supervision - Reports to Operations Manager, Line Supervisor or Staking Technician.
Job Site Supervision - Journeyman Lineman 1, 2, or 3 assigned as crew lead.

5 EDUCATION AND TRAINING REQUIREMENTS

- (a) High School graduate or GED.
- (b) Must acquire and maintain a valid West Virginia, Class A Commercial Driver's License.
- (c) Demonstrates the mechanical and physical ability to perform the trade.
- (d) Ability to read, write, and understand sequential processes in written, oral, diagram, or schedule form.
- (e) Ability to apply craft techniques, processes and principles.
- (f) Demonstrates initiative and judgment in decision-making.
- (g) Experienced in working with a team or individually.
- (h) Must successfully complete all formal and on-the-job training in the required time frame of the apprenticeship program.
- (i) Subject to random drug and alcohol testing consistent with DOT regulations and Harrison Rural Electrification Association, Inc. policies.

6 PHYSICAL CAPABILITIES FOR THIS WORKING ENVIRONMENT

This position is subject to adverse weather elements/hazards, and subject to work-related hazards while performing the job. Works outside with great physical exertion requiring upper body strength and stamina. Frequently climbs poles and is exposed to the risk of high precarious places up to 55 feet or more, installing line materials and equipment such as transformers, re-closers, cutouts, insulators, etc., and often works in awkward positions requiring lower body strength. Occasionally will stoop or bend to perform maintenance on a service or primary installation. Will material and equipment weighing up to 100 pounds. Will individually or with assistance pull or frequently lift materials, tools and equipment weighing up to 50 pounds and may occasionally lift push conductors from pole to pole. Must be certified and able to perform bucket, pole top rescue, first aid and CPR. Shovels dirt, works around noisy construction machinery and equipment and visually inspects work for safe connections and standards design. Works on uneven terrain in areas along and off road right-of-ways often encountering vehicular traffic. Will frequently work with or near energized lines and equipment requiring safe work habits and performed in accordance with established work procedures and specifications to avoid electric shock and injury. Frequently sits in a line truck to drive or ride to various line sites. At risk to exposure of blood borne pathogens. May be able to operate equipment including, but not limited to digger derrick trucks, bucket trucks, chain saws and any other construction or maintenance-related equipment. Will be exposed to chemical sprays used to clear right-of-way.