

# OAKDALE ELECTRIC COOPERATIVE

## JOB DESCRIPTION

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<b>Position Title:</b>	Journeyman Lineworker		
<b>Department:</b>	Operations Department		
<b>Reports To:</b>	Operations Director or Foreman		
<b>Date Issued/Revised:</b>	3-13-2023, 5-23-2025		
<b>Positions Supervised:</b>	Assigned Personnel		
<b>FLSA Status:</b>	Non-exempt	<b>Classification:</b>	Union

### **SUMMARY OF POSITION:**

- a) To ensure members have an adequate and reliable supply of electric energy through efficient construction, operation, and maintenance.
- b) Constructs, repairs, and maintains overhead and underground power distribution lines within the scope of their training and certification in a safe and efficient manner within accepted operations standards.
- c) To promote the safest possible working conditions through strict adherence to established safety rules and practices.

### **PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:**

1. Use journeyman-level knowledge of electrical line work to safely construct and maintain electric distribution lines. Climbs poles of all types and performs jobs required of lineworkers off the poles, including changing out of arms, transformers, conductors, etc.
2. Must have a general and specific journeyman knowledge of equipment and operate equipment to construct and maintain electrical systems both cold and energized (Hot) lines, as per safety manual.
3. Inspects existing power lines looking for problems, trouble shoots problems, and retires old power lines as required.
4. Responds to power outages and member problems and trouble shoots to restore power in a timely manner.
5. Directs, guides, and trains personnel in lower-level apprenticeship programs or equivalent. All training shall contain emphasis on safe working practices.
6. Maintains current knowledge of equipment, RUS specifications, OSHA regulations, mapping system, and other operational and regulatory systems related to the responsibilities of the position.
7. Provides customer service as needed and appropriate, manages assigned key customer accounts through regular direct contact to ensure customer satisfaction and on-going communication.
8. Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general.

9. Use constructs and maintains de-energized or energized distribution lines, substations and transformer banks.
10. Performs energized (Hot) line work, as per safety manual.
11. Reads, sets, connects and disconnects and removes single phase and polyphase meters.
12. Assists in the preparation of meter loops and rural light assemblies.
13. Clears or directs the clearing of right-of-way.
14. Be thoroughly familiar with operation of sectionalizing equipment, regulators, by-pass switches and the proper fusing thereof, and distribution layouts, feeds and circuits.
15. Operates equipment in substations including switching of transmission and distribution feeds with supervision for power supplier.
16. Checks load balance and voltage as requested or directed at consumer's entrance and checks voltage before leaving job whenever secondary or service has been energized or de-energized or service connection made. Installs recording voltmeters as requested or directed at consumer's entrance.
17. Receives staking sheets, secures material for all assignments, directs and/or loads materials and poles.
18. Assists in taking annual physical inventory of material, tools and work equipment.
19. Inspects completed job to ensure that it meets all specifications and safety codes.
20. Assist in "on the job" training of apprentices and other crew members as required or directed. All training shall contain emphasis on safe working practices.
21. Maintain proficiency in the handling of tools, ropes, tackle and rigging.
22. Notifies their immediate supervisor of any work performed without prior approval when circumstances necessitate and submits as-built sketches of completed work to his immediate supervisor.
23. Serves as lead lineworker as directed or required. Prepares time sheets, mileage reports, material tickets, connect and disconnect job orders for self and crew when acting as lead lineworker.
24. Observes lines and reports to the Operations Director any needed maintenance when going to and from the job or takes any corrective action required. Reports new or potential construction.
25. Maintains supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory.
26. Participates, as a member of the foreman's crew, in the planning of day-to-day work and makes suggestions that will be helpful in the performance of the work.
27. Maintains knowledge of all safety rules and regulations and sees that they are carried out in the performance of his duties and those under his supervision.
28. Participates in activities of employee committees, job training, tailgate sessions, safety programs, and employee meetings.
29. Keeps informed of the Cooperative's policies and procedures, which affect their area of work.
30. Reports all accidents, illnesses, or other mishaps to their immediate supervisor.
31. Assures Cooperative equipment, vehicles and materials are used in a safe manner, kept neat and clean. Assures all safe driving rules and regulations are strictly followed. Advises the Chief Mechanic about the need for repairs and maintenance.
32. Maintains proficiency with first aid, artificial respiration and pole top resuscitation practices.

### **Customer Service:**

1. Provides customer service as needed and appropriate.
2. Answers trouble calls and takes necessary actions to restore service during regular working hours or off-duty hours.

### **WORKING RELATIONSHIPS:**

**DEPARTMENT:** Operations. This department is responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member consumer. This includes construction and maintenance of electric distribution equipment & facilities. Resolving emergency/hazardous conditions, resolving consumer trouble calls, and developing system upgrades for system. There are also contacts with the power supplier, consulting engineers and other people involved in the utility business.

**REPORTING RELATIONSHIPS:** The Journeyman Lineworker has supervisory authority over the Apprentice Linemen and Equipment Operators. Although the Journeyman Lineworker may delegate portions of their responsibilities, no portion of accountability for results may be delegated or relinquished. In addition to direct supervisory authority of this position, the Journeyman Lineworker may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Operations Director.

#### **A. Internal**

1. Operations Director or Foreman - To seek their advice or assistance as required; to confer with on problems; to keep informed of progress on construction and maintenance.
2. Other Employees – Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.

#### **External**

1. Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.
2. General Public - Promotes Cooperative goodwill through participation in community activities and by conducting themselves at all times in a courteous, moral, and ethical manner so as to reflect credit to themselves and to the Cooperative.

### **SPECIFICATIONS:**

**Education:** High school diploma. Must have a diploma or certificate of completion from an approved electric power distribution training program. Attendance at Hot Line School is desirable. Must have completed a four-year certified apprenticeship program. A Journeyman Lineworker Certificate is required.

**License and Certification:** Must hold a valid Wisconsin Driver's License and maintain a valid Wisconsin (CDL) driver's license.

**Experience:** A minimum of five years of progressive experience in utility line work is desired. Experience in the construction and maintenance of electric distribution lines, transmission lines, substations and service to and on consumer premises. This position will require on-going training to meet the department and Cooperative's goals.

**Attitudes:** Supports teamwork by providing effective participation, cooperation, and communication. Provides continuous improvement to employee morale, motivation, productivity, and quality of production through teamwork.

**Job Knowledge:** Shall possess a good working knowledge of the principles and practices in line construction and maintenance of electric distribution lines, transmission lines and substations including the installation and maintenance of all electrical apparatus and related equipment. Must have a sound knowledge of REA construction specifications and the National Safety Code. Must have sound knowledge of the proper and safe use of the tools and equipment used in line construction and maintenance, both energized and de-energized. Must have a thorough knowledge of First Aid and pole top rescue. Willing to attend courses relating to their area of work.

**Skills and Abilities:** Shall be skilled in pole climbing and in using lineworker tools while working on a pole. Shall be skilled in properly and safely working live conductors. Shall be skilled in all work required in connection with the installation of materials, apparatus and equipment used in the construction and maintenance of electric distribution and transmission lines, substations and service to or on consumer premise, shall be able to carry out these responsibilities without supervision. Shall be able, at all times, to serve as a lead lineworker and take out a crew. Shall be able to carry out responsibilities of service work and prepare all necessary forms and reports required in such work.

**Personal Characteristics:** Successful personal characteristics include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Subject to outside work under various weather conditions. Subject to irregular hours for emergencies. May also be requested by Management to report to other power systems during emergencies to help restore power. Frequent physical activity, including walking and awkward work positions, may be required to lift 75 pounds or more. Can be required by Management to take a physical.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. May be required to perform or assume additional duties to fulfill the objectives of the Cooperative.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

*Revised: 03/13/2023, 05/23/2025*