

# OAKDALE ELECTRIC COOPERATIVE

## JOB DESCRIPTION

<b>Position Title:</b>	Temporary Apprentice Lineman
<b>Department:</b>	Operations
<b>Reports To:</b>	Operations Director, Foreman, or Lead Lineworker
<b>Date Issued/Revised:</b>	1-23-2026
<b>FLSA Status:</b>	Non-exempt

## POSITION SUMMARY

To provide service to the membership by providing efficient construction, operation and maintenance of the distribution system, within a 1,000 hour work limit. To promote the safest possible working conditions through strict adherence to established safety rules and practices.

## MAJOR RESPONSIBILITIES

### Essential Job Functions

1. Responsible for the handling of all material and equipment when working on poles; and such other duties as may be directed by the operations director, foreman, or lead lineworker. Shall be familiar with various construction assembly units and types of materials and be familiar with safety rules and practices.
2. Sees that the Cooperative's vehicles, equipment and supplies, and personal tools are in safe working condition and are used in a safe manner, kept neat and clean; that all safe driving rules and regulations are strictly adhered to and advises appropriate personnel of needed repairs and maintenance.
3. Assists in outages and trouble calls after regular working hours as directed or required.
4. Assists in taking annual physical inventory of material, tools, and work equipment.
5. Assists in the preparation of meter loops and rural light assemblies as required.
6. Assists in the handling, transporting and stockpiling of poles, in accordance with safety procedures.
7. Be thoroughly familiar with all safety rules and regulations and sees that they are carried out in the performance of duties.
8. Be proficient in the handling of tools, ropes, tackle, and rigging.
9. Participates in activities of job training and safety programs and employee meetings.
10. Assists in the clearing of right-of-way as required.

11. Practices job safety and makes every effort to always protect public and private property.
12. Assists in maintaining supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory.
13. Keeps informed of the Cooperative's policies and procedures which affect this area of work.
14. Prepares time sheets, mileage reports and material tickets for self as requested or required.
15. Reports all accidents, illnesses or other mishaps to their immediate supervisor.
16. Perform any other duties as assigned or needed.

## **SPECIFICATIONS**

### **Education and Experience**

1. **Education:** High school diploma or equivalent GED completion. Diploma or certificate of completion from an approved electric power distribution training program required.
2. **Experience:** Must have and maintain a valid Wisconsin driver's license and a Commercial Driver's License. Must have and maintain a valid First Aid/CPR card.

### **Abilities and Skills**

Must be self-motivated and organized to perform the activities necessary to complete work assignments on a timely basis. Must be able to communicate verbally and in writing and follow written and verbal instructions. Must demonstrate the ability to establish and maintain positive working relationships with other employees and members. Must understand the need for safety, timeliness, and member service. Must demonstrate self-control and maintain professional conduct. Must interact with others in a manner that fosters positive and cooperative relationships. Must have knowledge of basic grammar, spelling, punctuation and basic math abilities. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

### **Physical and Mental Effort**

1. Must be able to sit, walk, and stand for up to 8 hours a day, with or without back support.
2. Must be able to perform physical work, frequently lifting more than 50 pounds.
3. Must be able to work indoors and outdoors and move throughout buildings and grounds.
4. Must be able to reach in all directions, bend/stoop/crawl/stand/kneel/crouch often involving an awkward position.

5. Must be able to twist upper body, climb hand over hand and manipulate a variety of objects and tools.
6. Must have dexterity and hand/eye coordination necessary to operate vehicles, hand tools and related line construction and maintenance equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment that may be noisy.
8. Must be able to work in an environment that may involve exposure to extremes of weather, noise, dust, fumes, animals, and other environmental exposure.
9. Must have the ability to maintain concentration and focus on tasks.
10. Must be able to always follow safety practices.

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.