

## Eau Claire Energy Cooperative APPRENTICE LINEWORKER

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**Department:** Operations

**FLSA Status:** Non-Exempt

**Work Schedule:** See Contract

**NRECA Job Code:** 55-6434

**Job Status:** Full Time

**Reports To:** Line Superintendent

**Amount of Travel Required:** Minimal

### POSITION SUMMARY

The Apprentice Lineworker will follow training guidelines and standards as outlined by the Bureau of Apprenticeship Standards of Wisconsin for the Electric Lineworker Apprenticeship program. Responsibility will gradually increase based on these guidelines and demonstrations of successful completion of each level of training. This position will provide service to the membership by providing efficient construction, operation, and maintenance of the distribution system. They will practice and promote the safest possible working conditions through strict adherence to established safety rules and practices.

### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assist in the construction, repair, and maintenance of energized and de-energized distribution and service lines, substations and transformers banks and all other electric utility plants and apparatus with supervision, as directed or required.
- Performs hot line work, as per safety manual and training outline.
- See that Cooperative's vehicles, equipment, 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.
- Assists in taking annual physical inventory of material, tools, and work equipment.
- Assists in the preparation of double throw and temporary meter loops and rural light assemblies as required. Reads, sets, connects, disconnects, and removes single phase and polyphase meters as requested or required. Perform proper voltage testing of meter socket.
- Reads staking sheets and assists in assembling material for construction of work orders.
- Must be proficient in the handling of tools, ropes, tackle and rigging.
- Notifies their immediate supervisor of any work performed without prior approval when circumstances necessitate and submits sketches of completed work to their immediate supervisor.
- Assists in the clearing of right-of-way as required.
- Observes lines and reports to their supervisor any needed maintenance when going to and from the job or takes any corrective action required. Reports any unsafe conditions to their supervisor immediately.
- Must become thoroughly familiar with operation of sectionalizing equipment, SCADA System, regulators, bypass switches and the proper fusing thereof, and distribution layouts, feeds, and circuits.
- Maintains supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory.
- Participates, as a member of the Line Crew, in the planning of day-to-day work and makes any suggestion that will be helpful in the performance of the work.
- Prepares time sheets, mileage reports, material tickets, various service orders, job orders, connect and disconnect tickets as required.
- Assists in the operation of equipment in substations, including switching of transmission and distribution feeds with supervision and power supplier.

- 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.
- Always makes every effort to protect public and private property and sees that those under their supervision also do this. Reports any damage done to public property or Cooperative equipment or personnel no matter how minor immediately.
- Reports any damage or maintenance needed to fleet vehicles, equipment, tools material, or any property owned by the Cooperative no matter how minor.
- Keeps informed of the Cooperative's policies and procedures which affect their area of work.
- Performs collection duties when assigned under the direction of their immediate supervisor.
- Ability to use map system software on laptop or tablet device while in the field.
- Participates in activities of employee committees, Cooperative, events, job training, safety programs, monthly and annual employee meetings and daily line crew meetings as directed or required. Events may be during or outside of normal scheduled work hours.
- Provide knowledge sharing and support to other cooperatives as appropriate.
- Performs on-call duty assignment on a rotating basis as a condition of employment when scheduled and assists in outages and trouble calls during and/or after regular working hours as directed or required. Mutual aid to other utilities is voluntary but highly encouraged.

## **ORGANIZATIONAL COMPETENCIES**

- Safety Awareness – Ability to be familiar with ECEC's safety policies and comply, identify, and correct conditions that affect employee or public safety. Be responsible for reporting unsafe practices or injuries to your supervisor immediately.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Accuracy – Ability to perform work accurately and thoroughly.
- Organizational Knowledge – Abides by the policies of the Cooperative and always conducts self in a professional manner while representing the Cooperative.
- Appearance – Appearance is neat, clean, and presentable for regular public contact, and meets standards established by the organization.
- Time Management – Possess and utilize the available time to be organized and complete work within given deadlines.
- Teamwork – Supports teamwork by effective participation, cooperation and communication. Provides continuous improvement to employee morale, motivation, productivity, and quality of a production through teamwork.
- Reasoning – Ability to utilize logic, reason, and analysis to make decisions, solve problems and complete work.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- Communications, Oral and Written – Ability to communicate, both orally and in writing, in a clear and concise manner.
- Computer Skills – Must have basic knowledge of computers, tablets, and ability to use computer systems. Must be proficient with Microsoft office suite including Outlook, Word, and Excel.
- Member Interaction – Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refer them to the proper person.
- Primary Residence – Must reside within twenty minutes' drive time to the Cooperative headquarters. Must relocate residence to meet the requirement within the first year of employment.

- Working Under Pressure – Ability to complete assigned tasks in stressful situations.
- A valid WI Driver's License and Commercial Driver's License (CDL) is required.
- Certified and proficient in performing First Aid, CPR and AED. Training provided by the Cooperative.
- Keeps familiar with and proficient in performing pole top resuscitation and rescue.
- Must successfully pass pre-employment physical.

## EDUCATION AND EXPERIENCE

### Education

High School diploma and graduate of Electric Power Distribution course.

### Experience

Must have demonstrated quality work, production, and positive coworker relationships.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work will be spent most of the time in the field throughout the system territory with the balance of the time at the Cooperative headquarters. Work is highly technical and analytical in nature. Position requires the application of independent reasonable judgements and abstract reasoning pertaining to the identification, analysis, evaluation, and disposition of the job duties. May also use the telephone and a two-way radio extensively to communicate with numerous parties to coordinate work. Field work may involve exposure to extremes of temperature and weather, noise, dust, fumes, and other environmental exposure. Will encounter vehicular traffic, poor weather conditions, slippery surfaces, animals, and physical barriers such as fences and uneven terrain on occasion. There may be requirements, in an emergency, to do heavy lifting, be in an awkward work position, and exposed to extreme hazards.

This position requires the following physical requirements:

<b>Lifting</b>	Very heavy work. Occasionally, lifting objects more than 100 lbs.; Frequently lifting and/or carrying objects weighing 50 lbs. or more.
<b>Reaching</b>	Frequently reaches to the front; at, above, and below shoulder height throughout the day. May also be required to reach out to side and above shoulder height.
<b>Pushing, Pulling</b>	Pushing and pulling movements are frequently required from the employee when working.
<b>Climbing, Crawling</b>	Frequent climbing and crawling on and/or under a variety of obstacles to complete tasks when in and out of the field is required.
<b>Twisting, Rotating</b>	Frequent and continuous twisting and rotating from the hips, shoulders, and neck while completing all/any job duties assigned and/or required. In addition, flexion and extension of the neck during these same physical activities is ongoing throughout the day.
<b>Balance</b>	Must maintain balance while working on uneven ground or while working above ground.
<b>Handling</b>	Finger dexterity, firm gripping, grasping, pushing buttons, and operation levers is required to handle and/or operate a variety of tools, equipment and moving vehicles and machinery.
<b>Stooping, Bending, Squatting</b>	Frequent stooping, bending, and squatting at waist, hips, and knees.
<b>Kneeling</b>	Kneeling may be required on a frequent basis.

<b>Standing, Walking, Sitting</b>	Most assigned duties and/or tasks are completed while standing or walking. Occasionally employee will be sitting during these assigned duties and/or tasks.
<b>Talking, Hearing</b>	Talking and hearing is required while receiving work orders and in communicating with others.
<b>Driving</b>	Must be able to operate a motor vehicle to complete assigned tasks.
<b>Eyesight</b>	Good eyesight is required to complete all/any assigned duties/tasks and operate any vehicles, equipment, or machinery.
<b>Working Above Ground Level</b>	Employee works above ground level while completing all/any assigned job duties as required.
<b>Foot Controls</b>	Foot controls are used to operate motor vehicles and equipment, including but not limited to trucks and forklifts.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhausted list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Eau Claire Energy Cooperative is an equal opportunity employer. ECEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The signature below indicates the employee has received and reviewed this job description.

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

## Eau Claire Energy Cooperative JOURNEYMAN LINEWORKER

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**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Work Schedule:** See Contract  
**NRECA Job Code:** 55-6433

**Job Status:** Full Time  
**Reports To:** Line Superintendent  
**Amount of Travel Required:** Minimal

### POSITION SUMMARY

The Journeyman Lineworker will provide service to the membership by providing safe, efficient construction, operation, and maintenance of the distribution system. The individual will promote the safest possible working conditions through strict adherence to established safety rules, policies and practices. This is a leadership role and a key component in the Wisconsin Bureau of Apprenticeship Standards Apprentice Program at the Cooperative.

### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Performs hot line work, as per safety manual.
- See that Cooperative's vehicles, equipment, 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.
- Participates in the training of lineworker or apprentice lineworker as required or directed.
- Maintains supply of materials, tools and working equipment on each Cooperative vehicle in accordance with established normal inventory. Assists in taking annual physical inventory of material, tools, and work equipment.
- Reads, sets, connects, disconnects and removes single phase and polyphase meters.
- Assists in the preparation single phase and three phase meter loops and rural light assemblies as required.
- Reads staking sheets and assists in assembling material for construction of work orders.
- Directs and handles transporting and stockpiling of poles in accordance with safety procedures.
- Proficient in the handling of tools, ropes, tackle and rigging.
- Serves as lead lineworker as directed or required.
- Notifies their immediate supervisor of any work performed without prior approval when circumstances necessitate and submits sketches and detailed description of completed work to their immediate supervisor.
- Clears or directs the clearing of right-of-way as required
- Always makes every effort to protect public and private property and sees that those under their supervision also do this. Reports any damage done to public property or Cooperative equipment or personnel no matter how minor immediately.
- Inspects completed job to see that it meets all specifications, policies, and safety codes.
- Participates, as a member of the liner crew, in the planning of day-to-day work and makes any suggestion that will be helpful in the performance of the work.
- Keeps informed of the Cooperative's policies and procedures which affect their area of work.
- Prepares time sheets, mileage reports, material tickets, service orders, job orders, connect and disconnect tickets for self and crew when acting as lead lineworker or as requested or required.
- Operates equipment in substations, including switching of transmission and distribution feeds with supervision of power supplier.

- Observes lines and reports to their supervisor any needed maintenance when going to and from the job or takes any corrective action required. Reports any unsafe conditions to their supervisor immediately.
- Must be thoroughly familiar with operation of OCR's, sectionalizing equipment, SCADA system, regulators, by-pass switches and the proper fusing thereof, and distribution layouts, feeds and circuits.
- 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.
- Checks load balance and voltage or installs power quality recording equipment as requested or directed at member's entrance.
- Reports any damage or maintenance needed to equipment, tools material, or any property owned by the Cooperative no matter how minor immediately.
- Performs collection duties when assigned under the direction of the collections department and immediate supervisor.
- Ability to use map system software on laptop or tablet device while in the field.
- Constructs, repairs and maintains energized and de-energized transmission distribution and service lines, substations and transformer banks and all other electric utility plant and apparatus with or without supervision, as directed or required.
- Participates in activities or employee committees, Cooperative events, job training, safety programs, monthly and annual employee meetings and daily line crew meetings as directed or required. Events may be during or outside of normal scheduled work hours.
- Provide knowledge sharing and support to other cooperatives as appropriate.
- Performs "On-Call" duty assignment on a rotating basis as a condition of employment when scheduled and assists in outages and trouble calls during and/or after regular working hours as directed or required. Mutual aid to other utilities is voluntary, but highly encouraged.

## **ORGANIZATIONAL COMPETENCIES**

- Safety Awareness – Ability to be familiar with ECEC's safety policies and comply, identify and correct conditions that affect employee or public safety. Be responsible for reporting unsafe practices or injuries to your supervisor immediately.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Accuracy – Ability to perform work accurately and thoroughly.
- Organizational Knowledge – Abides by the policies of the Cooperative and always conducts self in a professional manner while representing the Cooperative.
- Appearance – Appearance is neat, clean and presentable for regular public contact, and meets standards established by the organization.
- Time Management – Possess and utilize the available time to be organized and complete work within given deadlines.
- Teamwork – Supports teamwork by effective participation, cooperation and communication. Provides continuous improvement to employee morale, motivation, productivity and quality of a production through teamwork.
- Reasoning – Ability to utilize logic, reason and analysis to make decisions, solve problems and complete work.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- Communications, Oral and Written – Ability to communicate, both orally and in writing, in a clear and concise manner.

- Computer Skills – Must have basic knowledge of computers, tablets and ability to use computer systems. Must be proficient with Microsoft office suite including Outlook, Word, and Excel.
- Member Interaction – Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refer them to the proper person.
- Leadership – Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.
- A valid WI Driver’s License and Commercial Driver’s License (CDL) is required.
- Primary Residence – Must reside within twenty minutes’ drive time to the Cooperative headquarters. Must relocate residence to meet the requirement within the first year of employment.
- Keeps familiar with and proficient in performing a pole top resuscitation and rescue.
- Certified and proficient in performing First Aid, CPR, and AED. Training provided by the Cooperative.
- Must successfully pass pre-employment physical.

## EDUCATION AND EXPERIENCE

### Education

Completion of Electrical Power Distribution Program and completed the Journeyman Lineworker Apprenticeship.

### Experience

Must have completed an accredited Journeyman Apprenticeship Program. Must have experience in construction, operation, and maintenance of electrical distribution lines, transmission line switching, substations, and service to and on consumers’ premises. Must demonstrate quality work, production, and positive coworker relationships.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work will be spent most of the time in the field throughout the system territory with the balance of the time at the Cooperative Headquarters. Work is highly technical and analytical in nature. Position requires the application of independent reasonable judgements and abstract reasoning pertaining to the identification, analysis, evaluation, and disposition of the job duties. May also use the telephone and a two way radio extensively to communicate with numerous parties to coordinate work. Field work may involve exposure to extremes of temperature and weather, noise, dust, fumes and other environmental exposure. Will encounter vehicular traffic, poor weather conditions, slippery surfaces, animals, and physical barriers such as fences and uneven terrain on occasion. There may be requirements, in an emergency, to do heavy lifting, be in an awkward work position, and exposed to extreme hazards.

This position requires the following physical requirements:

<b>Lifting</b>	Very heavy work. Occasionally, lifting objects more than 100 lbs.; Frequently lifting and/or carrying objects weighing 50 lbs. or more.
<b>Reaching</b>	Frequently reaches to the front; at, above, and below shoulder height throughout the day. May also be required to reach out to side and above shoulder height.
<b>Pushing, Pulling</b>	Pushing and pulling movements are frequently required from the employee when working.
<b>Climbing, Crawling</b>	Frequent climbing and crawling on and/or under a variety of obstacles to complete tasks when in and out of the field is required.

<b>Twisting, Rotating</b>	Frequent and continuous twisting and rotating from the hips, shoulders, and neck while completing all/any job duties assigned and/or required. In addition, flexion and extension of the neck during these same physical activities is ongoing throughout the day.
<b>Balance</b>	Must maintain balance while working on uneven ground or while working above ground.
<b>Handling</b>	Finger dexterity, firm gripping, grasping, pushing buttons, and operation levers is required to handle and/or operate a variety of tools, equipment and moving vehicles and machinery.
<b>Stooping, Bending, Squatting</b>	Frequent stooping, bending, and squatting at waist, hips, and knees.
<b>Kneeling</b>	Kneeling may be required on a frequent basis.
<b>Standing, Walking, Sitting</b>	Most assigned duties and/or tasks are completed while standing or walking. Occasionally employee will be sitting during these assigned duties and/or tasks.
<b>Talking, Hearing</b>	Talking and hearing is required while receiving work orders and in communicating with others.
<b>Driving</b>	Must be able to operate a motor vehicle to complete assigned tasks.
<b>Eyesight</b>	Good eyesight is required to complete all/any assigned duties/tasks and operate any vehicles, equipment or machinery.
<b>Working Above Ground Level</b>	Employee works above ground level while completing all/any assigned job duties as required.
<b>Foot Controls</b>	Foot controls are used to operate motor vehicles and equipment, including but not limited to trucks and forklifts.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhausted list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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The signature below indicates the employee has received and reviewed this job description.

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**