

CORDOVA ELECTRIC COOPERATIVE, INC.

POSITION GUIDE

POSITION TITLE: APPRENTICE LINEMAN
DEPARTMENT: ENGINEERING & OPERATIONS

I. OBJECTIVE

This is a position under the direct supervision of the Foreman, Linemen, and Manager of Engineering & Operations. The incumbent is to assist with providing the maximum utilization of electrical equipment and control apparatus used in supplying power to the Cooperative members.

II. ESSENTIAL FUNCTIONS

Must be able to perform these functions at a skill level and at a productivity level that is equal to the level of an apprentice lineman or better.

- A. Assist linemen to install and connect both underground and overhead single and multi-phase poles, pole hardware, line equipment, and such auxiliary equipment as transformers, lightning arresters, switches, fuses and insulators, use hand tools and follow diagrams furnished by the Engineering & Operations Department.
- B. Climb poles or ride in bucket attached to truck mounted boom to install or remove broken or defective conductors, insulators, cross arms, brackets, and other hardware.
- C. Assist Linemen to string and secure new conductors to cross arm insulators and splice or affix wire to adjoining sections of line to complete circuit.
- D. Under the direction of a lineman/foreman, open switches or clamp grounding device to energized equipment or de-energize line or accessories as directed by supervisors.
- E. Under the direction of a lineman/foreman, operate and maintain (or see that it is maintained in good working condition) a wide variety of assigned equipment, with particular emphasis on correcting conditions that might endanger self or others.
- F. Under the direction of a lineman/foreman, transfer wires from defective poles to new poles.
- G. Under the direction of a lineman/foreman, suspend insulated ladders and platforms from pole cross arms and cover energized line with fiber guards to facilitate safe handling of high-voltage lines without interrupting service by power

shutoff, and use long insulated poles (hot sticks) fitted with mechanically or hydraulically operated grasping and crimping tools.

- H. Read maps, specifications, staking sheets, blueprints, and complex diagrams before step 6 of the apprenticeship program.
- I. Under the direction of a lineman/foreman, measure, cut, or otherwise work on materials or objects with precision and skillfully use a wide variety of hand tools and machines.
- J. Under the direction of a lineman/foreman, patrol power lines and repair applicable situations or report situations that require engineering attention or other work forces or equipment.
- K. Under the direction of a lineman/foreman, trim trees as required to maintain power line clearance.
- L. Maintain working knowledge of the most up-to-date and effective techniques of first aid and respiration, including pole-top rescue and manhole rescue.
- M. Under the direction of a lineman/foreman, service street light systems.
- N. Use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical theory or general line work.
- O. Read and understand newspapers, periodicals, journals, and manuals.
- P. Speak or signal with and/or signaling people to convey or exchange information.
- Q. Exercise good judgment by selecting, using, and adjusting body parts, tools, or work aids to work, move, guide or place objects or materials accordingly.

This list is not intended to be all-inclusive, as the employee will also perform other normally related business duties as assigned by the immediate supervisor and other management personnel.

III. RESPONSIBILITIES

- A. Incumbent must follow Cooperative policies and OSHA standards. The CEC Safety Handbook and CEC Safety Procedure Manual cover the OSHA standards.
- B. Inspect work after completion to make certain it has been done properly and in accordance with applicable specifications and codes.
- C. Perform the duties of this position in a safe and efficient manner.
- D. Accept responsibility for the accuracy of the work that is turned out.

- E. Work cooperatively and courteously with fellow employees, supervisors, and the general public.
- F. Complete time cards, reports, data tickets, logs, or similar paper work following prescribed formats as explained by supervisors.

IV. PHYSICAL & EMOTIONAL DEMANDS

The Cooperative is located in Cordova, Alaska. Cordova is an isolated, remote town, inaccessible by road, and subject to extreme climatic conditions. Air travel by fixed-wing aircraft is the primary means of transportation to and from Cordova, and frequently such transportation is unavailable due to weather. Cordova is also part of the Alaska Marine Highway System with ferry service to and from Alaska’s mainland. Cordova itself contains terrain that may be difficult for some persons to navigate, especially in winter. Due to the remote location and extreme weather, candidates must be prepared for the global changes of living and working in this location. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below -30 degrees (Fahrenheit), large amount of snow (using snow shoes), long periods of darkness, etc.). Significant physical and emotional stamina is necessary.

PHYSICAL DEMANDS: Involves heavy work - requires exerting 50 to 100 pounds of force frequently, and/or 10 to 50 pounds of force constantly to move object. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing and seeing.

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Sit	Sit from 30 to 60 minutes	Safety Meetings/Training
Stand	Stand in one place for brief periods of time.	Job Briefings
Walk	Up to 4 to 6 hours a day	Line Patrol
Bend	Occasional	Load and unload material
Squat	Occasional	Install Line Hardware
Crawl	Occasional	Working in confined or enclosed vaults and roofs
Climb	Occasional	Ladders
Kneel	Occasional	Assemble line hardware
Reach	Occasional	Install new conductor, new construction, rebuild.

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Push	Occasional	Repair, maintain and install new distribution OH and URD
Pull	Occasional	Up to 100 pounds for short distance maintenance/construction
Lift/Carry	Occasional	50 to 100 pounds. Installations. Use two employees when possible.

Requires walking and carrying of equipment and materials over uneven ground and obstacles in right-of-ways under a wide variety of conditions.

Must be able to hear malfunctioning equipment, radios, etc.

Must be able to see and recognize equipment problems, construction/maintenance, etc.

Must be able to operate a wide variety of large and small trucks, tensioner, puller, digger derrick, aerial man-lift, and other special equipment.

ENVIRONMENTAL CONDITIONS: No effective protection from weather. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below -10 degrees (Fahrenheit), large amount of snow (using snow shoes), long periods of darkness, etc.).

Subject to snake bites, bee stings, poison oak, and insect bites.

Must be able to work long hours in stressful conditions when restoring power during storms or other outages.

HAZARDS: Commonly exposed to situations which, if handled improperly, have the potential for bodily injury or death.

MATH SKILLS: Requires mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical theory or general line work.

LANGUAGE SKILLS: Must have developed language skills to the point to be able to:

Read newspapers, periodicals, journals, and manuals in English.

Courteously, consistently, and accurately communicate with customers and fellow employees and supervisors.

Complete time cards, reports, data tickets, logs, or similar paper work following prescribed formats as explained by supervisors.

RELATIONSHIPS TO:

DATA: Reporting and/or carrying out a prescribed action in relation to information is frequently involved.

PEOPLE: Speaking-Signaling: Talking with and/or signaling people to convey or exchange information in fluent English.

The incumbent is required to work in close cooperation with fellow cooperative employees and the general public. The position is subject to high stress and demands and requires the ability to react to tense circumstances quickly and discreetly, while maintaining a calm manner.

THINGS: Precision Working: Exercising good judgment, selects, uses, and adjusts body members, tools, or work aids to work, move, guide or place objects or materials.

The incumbent must be able to respond to emergency situations. Daily involvement with the consumers can create stressful situations and these situations must be handled with a high degree of professional skill.

Must be able to travel to remote work locations, and travel extensively off of regular routes, utilizing light planes, boats, snow machines, and other elementary methods of transportation, sometimes under relatively hazardous conditions.

May require sleeping in locations without beds and prepare own meals in locations that lack amenities common to commercial public accommodations.

Must be able to work long hours in stressful conditions when restoring power during storms or other outages.

HAZARDS: Commonly exposed to situations and/or chemicals such as oils, paints and solvents, which, if handled improperly, have the potential for bodily injury or death.

V. MINIMUM QUALIFICATIONS and SPECIAL REQUIREMENTS

Must have the equivalent of a high school diploma. Preference will be given to candidates with experience in working for an electric utility. Preference will also be given to candidates that have completed courses in algebra and geometry.

NOTE: Complete achievement of certain of the above specifications may not be required if, in the opinion of the CEC hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

This position also requires the following:

- A. A valid class A CDL Alaska driver's license. Driving record must be acceptable and insurable by CEC's insurance carrier by standard group rates. An annual consent for a release of incumbent's driving record is also required.
- B. A current trainee certificate of fitness card issued by the State of Alaska (Apprentice Lineman).
- C. The incumbent must have the following certificates within 90 days of employment:
 - 1. Valid First Aid card.
 - 2. Valid CPR card.

All CEC hourly employees are expected to work varying amounts of unscheduled overtime during power restoration activities or scheduled overtime required to accomplish special projects. Such overtime could range from working a normal 8-hour workday to 24 to 36 hours of continuous work during storm outages. Employees will be compensated at appropriate rates for such time worked as specified in the collective bargaining agreement.

The above items are not intended to be all inclusive of essential functions or requirements of this type of work as they are subject to change based on operating necessity of the utility.

SIGNATURES: CEC reserves the right to revise or change position duties and responsibilities. This position description does not constitute a written or implied contract of employment.

I have read and understand this position guide

Employee

Date

Manager, Engineering and Operations

Date

*Lineman's term is used only in the generic sense, it is meant to include both male and female sexes.

D.O.T. Code: 821.361-026

Sources: Dictionary of Occupational Titles, The Guide to Occupational Exploration, Selected Characteristics of Occupations as Defined in the Dictionary of Occupational Titles. The U.S. 1674 Department of Labor.