

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

POSITION DESCRIPTION

JOURNEYMAN LINEMAN

DEPARTMENT: Operations

CLASSIFICATION: Non-Exempt

I. OBJECTIVES

- A. To perform diversified construction and maintenance on the cooperative's (or other companies' as needed) poles, power lines, and auxiliary facilities and equipment for the transmission and distribution of electricity.
- B. To provide for connecting and disconnecting members, installation and removal of transformers, security lights, investigating consumer complaints and making repairs of electric distribution lines.

II. REPORTING RELATIONSHIPS

- A. Reports to: Team Leader or other designated supervisor.
- B. Supervises: None

III. RESPONSIBILITIES AND AUTHORITIES

- A. Assumes full responsibility for completed pole work.
- B. Performs all kinds of routine line work without close supervision.
- C. Keeps abreast of all changes affecting any records, reports, and related information affecting this position.
- D. Performs the work of construction, installation, maintenance, rearrangement, and removal of distribution lines in all its phases, including work with transformers, regulators, line capacitors, and oil circuit reclosers, both on energized or de-energized lines. Performs necessary maintenance work on transmission lines.
- E. Observes all safety rules and regulations adopted by the cooperative. Attends and participates in all safety meetings.

- F. Operates and maintains vehicles and equipment in a safe manner, and within the provisions of all federal, state, and local laws.
- G. Makes connects and disconnects.
- H. Answers emergency call and restores outages.
- I. Maintains protective equipment in good order.
- J. Completes paperwork and submits to district supervisor for processing.
- K. Pulls on-call as assigned.
- L. Investigates consumer complaints on service.
- M. Maintains truck inventory level and completes the proper paperwork to account for materials used and returned to stock. Responsible for recognizing and reporting public hazards as well as construction on and off system.
- N. May work alone providing reconnects, disconnects, security light repair, and other Items as required on a day to day basis.
- O. Operates a two-way radio as required or directed.
- P. Promotes goodwill toward the members of the Cooperative, other employees, and the general public by exhibiting patience and courtesy toward them.
- Q. Attends and participates in the annual meeting, workshops, seminars, and other meetings as required.
- R. Keeps informed of all changes in policies, procedures, products, and promotions related to the job and the Cooperative to be able to respond to member inquiries.

IV. RELATIONSHIPS

- A. Internal
 - 1. Team Leader – daily to understand requirements of work for the day
 - 2. Senior Journeyman Lineman – to understand responsibilities in day to day work
 - 3. Warehouse Person – Materials for construction and maintenance of work

4. Dispatch Supervisor/Dispatcher – Outages, service work
5. Member Service Representatives – Connects, disconnects, cut-off list
6. Staking/Engineer - Work orders, location, substation work
7. Billing - Accounts active or non-active
8. Answering Service - After hour outages
9. Mechanic - Work on vehicles

B. External

1. HEMC customers - Right-of-way clearing, rates, outages, job orders
2. NCEMC Safety Coordinator - Safety Policies and Practices
3. Electrical Contractors - Job orders, Location of metering
4. Law Enforcement - Power theft, accidents
5. Fire departments - Exchanging information regarding power disconnection during fires.
6. Other utilities - To coordinate various jobs.

REVIEWED BY: _____ DATE: _____
Employee's Signature

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

SPECIFICATIONS

JOURNEYMAN LINEMAN

EDUCATION: High school graduate or equivalent required. Successful completion of the North Carolina apprenticeship program or equivalent program leading to full qualification as a journeyman lineman with a minimum of 4 years of on-the-job training.

EXPERIENCE: Minimum of 1 years' experience and on-the-job training as an Apprentice Lineman IV necessary for classification as a Journeyman Lineman. Or skills test demonstrating Journeyman Lineman skills and abilities.

KNOWLEDGE AND SKILLS: Must possess an excellent knowledge of RUS specifications
Must possess proficiency in all phases of line construction and maintenance.

Must have the ability to supervise and direct others.

Must be able to work with the membership and general public, with an emphasis on listening skills and effective communication with a diverse membership.

Must be able to effectively utilize a two-way radio.

Must be able to perform field operations and inspections to execute the responsibilities of this position without external assistance.

Must be trained and certified in First Aid and CPR.

Must know how to handle, safely transport, and utilize explosives.

Must have comprehensive knowledge of cooperative policies, safety rules and regulations, OSHA regulations, National Electrical Safety Code, and other pertinent laws and regulations.

Must possess or obtain a valid NC Commercial Driver's License (CDL) Class B or higher, be insurable, and able to operate a motorized vehicle without assistance.

Must be able to climb poles of 25 feet and greater heights and work out of

a bucket truck at heights of 25 feet or greater.

Must be able to follow verbal and written instructions.

Frequent physical activity to include walking, stooping, bending, lifting, of 60 lbs., occasional lifting in excess of 60 lbs., climbing, kneeling, reaching, crawling, pushing and working in awkward positions.

Good dexterity to operate various pieces of operations equipment, including test equipment, hot-line tools, and computer equipment.

Must be able to accurately identify and analyze equipment noises and conditions.

Must be able to communicate clearly and accurately for work and safety compliance.

Must be able to read instrument and computer readouts accurately.

Must have the ability to follow system electrically (determine direction of feed and cut points in the primary and secondary electrical system).

Must be able to operate all vehicles and equipment necessary to perform the requirements of the position, within rules governing activities of a Journeyman Lineman.

Due to extreme mountainous conditions and terrain, must be able to manually set poles and construct lines in areas inaccessible to mechanized equipment.

Must qualify in pole top and bucket rescue.

**SPECIAL
WORKING
CONDITIONS:**

Working in extreme inclement weather of all kinds: extreme cold, extreme heat, extreme duration.

Must pull on-call duty on a rotating basis.

Travel and work across other states for other companies during major outages due to storms.

Work outdoors approximately 95% of the time in all weather conditions, both day and night.

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TIME REQUIRED One year.
FOR FULL
COMPETENCY:

DEVELOPED: February, 1997
REVISED: May 2000, March 2009, May 2014, June 2017