



# Internal Job Posting

<b>Job Title:</b> Apprentice Lineman	<b>Posting Time Frame:</b>
<b>Reports To:</b> Crew Foreman	March 23, 2018 – April 15, 2018

The following position will be posted internally and externally for the time frame listed above. If interested or have questions, please contact Ken Haas or Brian Heithoff. The job is in Cheyenne.

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## APPRENTICE LINEMAN

High West Energy Family of Companies  
(High West Energy, Inc., High West Wiring and High West Digital Solutions)

### 1 POSITION SUMMARY:

Provides and maintains electric service to rural electric cooperative member.

### 2 ESSENTIAL DUTIES AND TASKS:

- (a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- (b) Communicates our mission, goals and strategies.
- (c) Exhibits excellent customer service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- (d) Frequently constructs underground or overhead electrical lines which includes, but is not limited to, digging pole and anchor holes, framing poles, setting poles and anchors, stringing, sagging, and connecting conductor, installing pad mount gear and underground conductors, and related tasks of new construction on energized and de-energized lines.
- (e) Performs various duties related to customer service including reading of meters, making service changes, trouble shooting service outages, disconnecting and connecting services, voltage testing and locating underground lines.
- (f) Frequently maintains both underground and overhead distribution and transmission electric system by replacing damaged transformers, breakers, regulators, conductor, insulators.
- (g) Must be able to drive automotive equipment and maintain a current driver's license applicable to class of vehicle to be driven and must have a thorough knowledge of applicable traffic laws and rules governing safe driving practices.

Must operate and maintain vehicle(s) in a safe and efficient manner, practicing good housekeeping with said vehicle(s) and associated equipment as assigned.

- (h) Performs related duties to line construction that includes accounting for materials used, stocking trucks, loading and unloading materials, and inspecting distribution and transmission line for necessary maintenance (responsible for training the Apprentice Linemen).
- (i) Recommends measures to improve construction and maintenance methods, equipment performance, and quality of products used.
- (j) Submits all required paperwork as needed to comply with Cooperative's rules and government regulations.
- (k) Enforces and adheres to Cooperative's safety regulations.
- (l) Interprets staking sheets to workers, and assigns duties.
- (m) Establishes or adjusts work procedures to meet construction and maintenance schedules.
- (n) Suggests changes in working conditions and use of equipment to increase efficiency.
- (o) Resolves work problems, or assists workers in solving work problems.
- (p) Must live within a 10-mile radius of assignment home base.
- (q) Perform other duties as assigned.

### **3 WORKING/ENVIRONMENTAL CONDITIONS:**

Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk or table, which may be located in or near the warehouse. Work performed outdoors, weather may be extreme, exposes employee to a noisy environment, vibration, risk of electrical shock, climbing during an emergency, and to machinery and its moving parts. Operate any cooperative vehicle.

### **4 PHYSICAL REQUIREMENTS (IF ANY):**

- (a) Must possess manual dexterity and visual acuity, as well as the ability to constantly listen and communicate orally, stand, and walk; to frequently sit, bend, stoop, squat, lift and carry between 75-100 pounds, push and/or pull, reach above shoulder level, and twist; to occasionally climb, balance, kneel, crouch.
- (b) Manual dexterity is required to maintain proper safety while performing line construction work, while performing work from the pole in hooks or in the bucket, while driving the line truck to and from the job and in normal operation of a winch truck or line construction vehicle.
- (c) Manual dexterity is required in electrical construction and/or maintenance to move materials, to manipulate work materials both bare handed and working in electrically tested rubber gloves, to draw work orders, and to complete necessary paperwork to comply with REA specifications.

- (d) Constantly listens, communicates orally, and uses visual acuity to locate possible hazards while performing duties of position.
  - (e) Constantly stands and walks, either on the ground, while working off the pole in hooks, and/or in the bucket to perform construction and/or line maintenance.
  - (f) Frequently sits in a line truck to drive and/or ride to various line construction sites. The average number of miles and the amount of time driving/riding would vary depending on the services to be connected or maintained each day.
  - (g) Frequently bends, stoops, and squats to perform maintenance of line services and/or line construction and to read or change meters.
  - (h) Frequently lifts and carries between 75-100 pounds.
  - (i) Frequently pushes and/or pulls wires to the pole.
  - (j) Frequently reaches above, at, and below shoulder level to perform maintenance of line services and/or line construction.
  - (k) Frequently twists while performing maintenance of line services and/or line construction.
  - (l) Occasionally climbs and balances on a ladder, as well as poles.
  - (m) Occasionally kneels and crouches in certain underground installations and pole framing on the ground.
- n) Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

## 5 **SPECIALIZED SKILLS AND KNOWLEDGE:**

- (a) Ability to communicate effectively with consumers and employees.
- (b) Ability to prioritize assignments.
- (c) Understanding of the EPA and PCB regulations.
- (d) Knowledge of REA Guidelines.

## 6 **MACHINES, TOOLS, EQUIPMENT:**

Tools and equipment could include, but are not limited do:

- a) Computer, basic office equipment and two-way radio.
- b) Aerial lift, trencher, digger derricks, dump trucks, forklift, backhoe cable plow, tampers, skid steer, backhoe, snow cat.
- c) Chain saw, air hammer, tree trimmer, boring tools, snowplow, crimping tools, hydraulic tools, compressor, torches, portable generator, shovel, chipper, variety of hand tools, climbing hooks and belts.

## 7 **QUALIFICATIONS:**

- (a) High school diploma is essential with (5) year's line person experience and successful completion of the Apprentice Program (if hired at Journeyman level).

Must have and maintain a CDL Class A driver's license (or have the ability to obtain one within 6 months of hire date). A combination of education, training, and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests may be required.

- (b) The incumbent must be able to pass any required drug test and new hire physical examination. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

**8 REPORTS TO:**

Lead Lineman or Foreman

**9 DIRECT REPORTS:**

None

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Updated 8/15/2015