

# DOUGLAS ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

Position: Journeyman Lineman  
Reports to: Operations Superintendent  
Updated: June, 2014

### I. OBJECTIVES:

To develop and contribute to a safe working atmosphere that operates in a coordinated and organized manner, and to provide for the maintenance and construction of transmission and distribution facilities. To be familiar with plans and specifications of the Rural Utilities Service (RUS) as adopted by the Cooperative, and to be familiar with the rules and regulations of the National Electric Safety Code.

The specific objectives for this position, and the responsibilities to be fulfilled to achieve these objectives, include:

- A. Construction and Maintenance of Association Facilities
- B. Implementation of and Adherence to Safety Rules
- C. Operational Duties
- D. Maintaining a positive work environment, and exhibiting cooperative behavior towards fellow employees and the Cooperative's members, while building good morale within the department and within the Cooperative, to provide the best possible service to the members.
- E. Performing Other Functions When Qualified and Assigned

### II. RELATIONSHIPS:

- A. Reports to: Operations Superintendent  
Line Foreman

Responsible for keeping the Line Foreman and the Operations Superintendent informed with regard to issues concerning work in progress and work completed. The Journeyman Lineman will consult with their Line Foreman concerning problems which hinder efficient and effective completion of the duties and responsibilities relating to the Journeyman Lineman position.

- B. Coordinates and Cooperates with:

- 1. Internal:

- a. Line Foreman: with respect to schedules of project completion,

aspects of projects that affect operations, and exchange of information.

- b. Warehouseman: with respect to materials charged out and salvaged on all projects, aspects of projects that affect warehousing, and exchange of information.
- c. Other Employees: in order to develop and promote a team spirit and to provide quality assistance to all fellow employees with the intent of achieving the objectives of the Cooperative.

2. External:

- a. Members: refers Cooperative member issues, concerns, or complaints to the Line Foreman.
- b. General Public: maintains friendly, cooperative relationships with the general public in the performance of these duties.

III. RESPONSIBILITIES:

To fulfill the objectives of this position, the employee so designated shall be expected to perform the following duties and responsibilities:

A. Specific duties relating to Objective A: Construction and Maintenance of Association Facilities

1. Completes construction and maintenance projects as assigned by:

- a. Performing the construction of transmission, overhead distribution, underground distribution, and substation facilities in accordance with construction specifications and guidelines.
- b. Performing maintenance on transmission, overhead distribution, underground distribution, and substation facilities in accordance with construction specifications and guidelines.
- c. Performing Journeyman Lineman tasks without supervision.
- d. Installing and removing services as directed.
- e. Utilizing equipment for the purpose of locating and repairing power failures on overhead and underground lines.
- f. Repairing yard lights when directed.
- g. Performing tree trimming in right of ways as directed.
- h. Investigating and troubleshooting the complaints and outages of

members when requested.

- i. Assisting in utilizing human resources and equipment in the most economical manner while performing maintenance and construction work in a safe manner.
- j. Assisting with the identification of needed system improvements and providing recommendations of the same to the Line Foreman.
- k. Cooperating closely with the Line Foreman in planning and laying out jobs in order that the work may be done in an efficient and safe manner.
- l. Assisting in developing a system of working routine maintenance jobs into the daily work schedule.
- m. Following the direction set forth by the Line Foreman so that the line crews are productive during the work day.
- n. Assisting to make sure that only qualified personnel work on energized lines.
- o. Following applicable work rules.
- p. Performing other emergency or operational duties as qualified and as may be requested or assigned.
- q. Digging of pole and anchor holes and determining that they are in accordance with specifications.
- r. Framing of poles and making sure that specifications are followed.
- s. Setting of poles and checking the alignment.
- t. Stringing, sagging, and tying of conductor.
- u. Patrolling of transmission and distribution lines.
- v. Making emergency repairs as needed on transmission and distribution lines.
- w. Performing hot line work and determining that all personnel are constantly aware of all energized conductors when working near them.
- x. Assisting, when requested, in making field decisions and judgment calls with respect to activities in connection with construction and maintenance in order to maintain project continuity.

- y. Fulfilling the requirement to take standby and respond to after hour, weekend, and holiday trouble calls as assigned.
  - z. Performing the duties of a dispatcher, when requested, by performing switching procedures and by becoming familiar with the required dispatching procedures.
  - aa. Operating all necessary equipment utilized in the operation and maintenance of overhead and underground facilities.
2. Ensures top quality construction by:
- a. Maintaining familiarity with and following standard construction specifications and requirements as well as adhering to applicable provisions of state and national electric codes and laws.
  - b. Assisting in the determination of wire sags, which requires the ability to understand sag formulas and the ability to understand the fundamentals of implementing a proper sag.
  - c. Providing assistance, when requested, with interpreting staking sheets and making necessary field decisions to provide for field variations.
  - d. Assisting in determining that good workmanship is being followed and that plans and specifications are being followed on all jobs.
3. Ensures that timely and accurate records are created by:
- a. Being responsible for the records relating to connects and disconnects, when required.
  - b. Being responsible for the records relating to transformers, meters, and changes or installation of special equipment, when required.
  - c. Preparing and maintaining other necessary records as required, such as transformer data, oil circuit breaker locations, and other miscellaneous data as instructed.
4. Performs other functions as qualified and as assigned in order to accomplish this objective.
- B. Specific duties relating to Objective B: Implementation of and Adherence to Safety Rules.
1. Promotes a safe work environment by:
- a. Operating all vehicles and equipment in a safe manner in accordance with traffic laws and all other applicable regulations dictated under

federal, state, and local laws.

- b. Observing safety rules and regulations adopted by the Cooperative and encouraging others to do the same.
  - c. Utilizing safety equipment, such as hot-sticks and cover-ups, needed to safely work on or near energized conductors and associated electrical equipment.
  - d. De-energizing and grounding power lines and equipment to permit safe working conditions as directed.
  - e. Assisting in stimulating a high standard of morale among the employees of the line crews, by the creation and use of team spirit and enthusiasm through the Line Crew, the Office Personnel, Supervision, and Management.
  - f. Continually strives to find and promote new ideas for better and safer work methods.
  - g. Complying with safety rules and regulations, by wearing and using the proper protective equipment when necessary.
  - h. Immediately reporting any accident or illness with regard to the Journeyman Lineman, and/or other personnel, to the Line Foreman, and by making sure that the proper paper work related to such incidents is completed in a timely manner.
  - i. Understanding and utilizing proper safety procedures with regard to rigging and slings for the purpose of lifting various types of loads.
  - j. Maintaining a valid Oregon State Class 1 Commercial Driver's License (CDL).
2. Qualifies in first aid and pole top rescue by attending the required safety meetings designated by the Cooperative.
  3. Creates a safe working environment for employees in training by:
    - a. Assisting in training employees assigned to the crew in proper methods and techniques of line construction and system maintenance, when qualified and required.
    - b. Assisting, when requested, in planning and carrying out job training for full-time and/or Apprentice Linemen and full-time and/or Groundmen in the crew.
  4. Performs other functions as qualified and as assigned in order to accomplish this objective.

C. Specific duties relating to Objective C: Operational Duties

1. Ensures that timely and accurate records are created, in order to produce a true picture of unit and job costs, by preparing daily time sheets, mileage reports, and other records as required.
2. Initiates proper care and maintenance of all transportation equipment, tools, and other equipment by:
  - a. Being responsible for maintaining the best care and use of assigned vehicles and equipment.
  - b. Performing periodic inspections of tools and equipment to assure proper safety and performance.
  - c. Exercising care and good judgment in the proper use of equipment and material.
3. Contributes to the efficient utilization of tools, equipment, and labor resources by:
  - a. Assisting in the planning and development of a scheduling and maintenance arrangement for tools and equipment for peak performance and safety.
  - b. Assisting in coordinating work scheduling with the Line Foreman for workers and equipment for the coming day's work.
4. Ensures that construction materials are properly cared for and properly recorded by:
  - a. Assisting in assuring that material charge outs and returns coordinate with requirements as determined from the staking sheet to assure availability when needed.
  - b. Performing charge outs and loading construction material needed for different activities.
5. Creates an atmosphere of cooperation between departments by performing all duties in a professional manner and on a timely basis and by providing quality services in the completion of all tasks.
6. Performs other functions as qualified and as assigned in order to accomplish this objective.

D. Specific duties relating to Objective D: Maintaining a positive work environment, and exhibiting cooperative behavior towards fellow employees and the Cooperative members, while building good morale within the department and within the Cooperative, to provide the best possible service to the members.

1. Maintains a friendly attitude and willingness to work with other employees and associates.
  2. Creates a high standard of morale among employees by encouraging team spirit and enthusiasm within and among the operations personnel and between the Operations Department and the other departments.
  3. Is willing to help out in areas where qualified and requested.
  4. Brings potential problems to the attention of the immediate supervisor as soon as possible.
- E. Specific objectives relating to objective E: Performing other functions when qualified and assigned.
1. Performs other such job related activities as qualified and assigned by the supervisor.
  2. Assists with the investigation of complaints received from members of the Cooperative by coordinating with the Line Foreman or the Operations Superintendent, as assigned.
  3. Performs service connects and disconnects relating to delinquent accounts, collects money, delivers final shut off warning notices, and performs check reads as needed, by coordinating with the Line Foreman or the Operations Superintendent, as assigned.

#### IV. AUTHORITIES AND ACCOUNTABILITY:

The Journeyman Lineman shall have full authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures. The Journeyman Lineman shall comply with and carry out the policies and procedures adopted by the Cooperative by exerting the best effort and ability possible.

This employee is encouraged to use initiative and good judgment in making decisions, remembering that the Cooperative's best interest can be affected by their actions. The employee should feel free to make suggestions with regard to improving the Cooperative's operations and efficiency.

Approval of the Line Foreman or the Operations Superintendent shall be secured in making decisions when policies or procedures are not clear and further explanation is needed.

Nothing contained above should be construed to be a guarantee of or assurance of employment. Employees are expected to meet the standards of work performance and to perform their jobs competently, to maintain satisfactory interpersonal relations with co-workers as well as supervisors, and to conduct themselves appropriately in the work place. Failure to meet these standards in the judgment of management may result in discipline up to and including discharge.

## MINIMUM JOB QUALIFICATIONS FOR THE JOURNEYMAN LINEMAN POSITION

### I. REQUIRED SKILLS:

- A. Education Requirements - A high school diploma or graduate equivalency diploma (GED) is required.
- B. A Journeyman Lineman's certificate is required, and qualified by successful completion of a recognized apprenticeship program.
- C. Must have special instruction in First Aid - a current First Aid card is required to be maintained and proficiency in pole-top rescue is required.
- D. The ability to read and interpret staking sheets is required.
- E. The ability to read and comprehend drawing specifications is required.
- F. Must have and maintain a valid Oregon State Class 1 Commercial Driver's License (CDL). If a valid Oregon State Driver's License has not been obtained, then it must be acquired in a reasonable amount of time as specified by the Cooperative. This item is required.
- G. Must have, or be able to obtain in a reasonable amount of time as specified by the Cooperative, and maintain, a valid Flagging Card. This item is required.
- E. Physical Requirements (Sufficient dexterity to perform the tasks as listed in the job description.)
  - 1. Physical Skills Level C (Considerable) – Considerable physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training, combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse.
  - 2. Physical Effort Level 4 (Heavy) - Job requires very heavy physical effort equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly descending, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.
  - 3. Talking in person and on mobile radio and cellular telephones required.
  - 4. Listening in person and on mobile radio and cellular telephones required. Must be able to respond when being notified by a pager or cell phone.
  - 5. Adequate near and far vision (driving) required.
  - 6. Adequate depth perception (driving) required.
  - 7. Adequate color Vision (color coded wires) required.
  - 8. Handling, fingering, working with hand tools required.
  - 9. Crouching, stooping, reaching, twisting, turning, and balancing required while climbing and working on power poles. This item is required.
  - 10. Lift, carry, pull, and push items in excess of 20 pounds. This item is required.
  - 11. Some travel may be required. May be asked to take occasional trips out of the Cooperative service area in order to attend training classes and seminars. These trips may require driving a vehicle that is provided by the Cooperative.
  - 12. The ability to speak, read, write, and communicate using the English language fluently is required.
  - 13. The ability to operate a motor vehicle with a manual transmission is required.
  - 14. The ability to perform pole top rescue is required.



II. **PREFERRED SKILLS:**

- A. Previous experience with a Rural Utilities Service (RUS) financed electrical distribution cooperative is preferred.

III. **WORK ENVIRONMENT:**

- A. Work Demand Level B (Average) - Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis.
- B. Working Conditions Level 4 (Life-Threatening) – Extensive and continuous exposure to hazardous and dangerous work conditions and situations will require strict adherence to established safety procedures and OSHA regulations. High Likelihood of serious injury or illness if proper safety precautions are not taken. Highly undesirable assignments.