

# GIBSON ELECTRIC MEMBERSHIP CORPORATION

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## APPRENTICE LINEWORKER

**EEO Group:** Craft Workers

**Overtime Status:** Non-Exempt

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**Division:** Engineering and Operations  
**Reports To:** Line Crewleader or Service Crewleader

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**Position Summary:** To safely, efficiently, and properly construct, operate and maintain overhead and underground distribution and transmission lines and facilities

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**Essential Duties:**

1. Follows all safety rules and work procedures
2. Safely, efficiently and properly constructs, operates and maintains energized and de-energized overhead and underground distribution and transmission lines and facilities
3. Makes connections properly on distribution transformers, meter loops, and primary circuits
4. Responds to outages quickly and sectionalizes to keep the outage area to a minimum
5. Consults with Crewleader to determine the best methods to utilize in the completion of assigned activities
6. Assures equipment and tools are clean and in safe working order
7. Checks voltage and determines proper operation of ordinary equipment
8. Trouble-shoots system problems as needed and directed, including voltage complaints, blinking lights, radio noise, excessive breaker operations and load balance
9. Resolves member complaints as quickly as possible and whenever possible to the member-owner's satisfaction. If resolution extends beyond established authority, involves Crewleader
10. Completes all required paperwork (including time sheets, mileage sheets, truck reports, staking sheets, meter sets, material sheets, material requisition forms, and accident reports) properly and timely
11. Attends all safety meetings. Participates in training to stay abreast of all safety rules and regulations, best practices for distribution line construction, operation, and maintenance
12. Makes recommendations to direct supervisor regarding process improvement and problem resolution when independent action would exceed scope of authority
13. Complies with Gibson EMC's policies prohibiting harassment and discrimination and immediately reports possible violations to VP of HR and Member Services
14. Complies with Gibson EMC's Drug-Free Workplace policy and immediately reports possible violations to division VP and VP of HR and Member Services
15. Complies with all policies, safety rules and procedures; and immediately reports possible violations to division VP and VP of HR and Member Services
16. Assists with annual meeting as needed
17. Promotes electricity and member participation in all Cooperative programs
18. Performs other duties as assigned

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**Equipment Requirements** (must be able to effectively use):

Cooperative vehicles (including pick-up truck, bucket truck, digger-derrick truck, and forklift), trailers, four-wheeler, radio, personal computer, printer, copy machine, facsimile machine, hand tools and telephone

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**Software Requirements** (must be able to effectively use):

General Accounting Information System, Customer Information System, e-mail, mapping, word processing

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## Apprentice Lineworker continued

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### Education Degrees, Certificates, Licenses, and/or Training:

#### *Required:*

- Courses in basic electricity and/or progress toward the completion of an approved apprentice lineman training program
- High School Diploma or equivalent
- Valid Class A Commercial Driver License
- Valid CPR/First-Aid Certificate

#### *Preferred:*

- Successful completion of courses in Algebra I, Algebra II and Trigonometry
  - NCRC: Level 5/Gold in Applied Mathematics; Level 4/Silver in Locating Information; Level 4/Silver in Reading for Information
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### Experience, Knowledge, Skills and Abilities:

#### *Required:*

- Ability to learn and adhere to all safety-related and construction-related rules, specifications, codes and regulations
- Ability to safely climb poles and perform work at heights up to 80 feet
- Ability to effectively and courteously communicate in person, by radio and by telephone
- Ability to effectively and professionally communicate in writing
- Ability to maintain professionalism and effectively perform in stressful situations
- Ability to effectively resolve non-routine problems
- Ability to effectively and professionally perform multiple tasks simultaneously
- Ability to meet deadlines under pressure
- Ability to read and comprehend; and write
- Ability to perform functions used in basic and complex math
- Ability to interpret maps and/or staking sheets
- Knowledge of and ability to administer CPR

#### *Preferred:*

- Four to five years of apprentice lineworker experience in an electric utility
  - Knowledge of safe and productive practices and procedures for line construction and maintenance
  - Knowledge of materials and equipment used in electric utility distribution
  - Knowledge of APPA Safety Manual, RUS construction specifications, the National Electric Safety Code, the National Electric Code, Federal Motor Carrier Safety regulations, and OSHA regulations
  - Knowledge of the Cooperative's service area, feeds, and points of switching
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### Physical Requirements (must be able to):

Distinguish colors; exhibit visual depth perception; extend neck to look above, down and side to side; reach overhead, forward and to the side; extend back; use both hands and fingers, grip, and twist wrist; bend/ stoop; squat/crouch; twist; work on hands and knees; sit and stand for long periods of time; walk long distances and on uneven terrain; maintain arm-hand steadiness; climb a pole; lift and carry weights of up to 50 pounds for 20 feet; and push and pull weights up to 150 pounds

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### Working Conditions (must be able to):

- Work eight hours per day, five days per week (except when assigned to construction crew schedule which requires four 10-hour days per week)
- Work the on-call rotation as needed, including weekends, nights and holidays
- Respond immediately to 24-four hour call-out and work overtime as needed, including weekends, nights, and holidays

## **Apprentice Lineworker continued**

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- Work outside in inclement weather, including temperature extremes
  - Work with daily exposure to noisy equipment
  - Work with daily exposure to hazards, including electrical, mechanical, insects, spiders, snakes, dogs, and other animals
  - Drive throughout the Cooperative's service area
  - Travel (including overnight and outside Gibson EMC service area)
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### **Important:**

This position description is not intended to be all-inclusive; other duties may be required as assigned. Gibson EMC reserves the right to revise this position description as needed. This position description does not constitute a written or implied contract of employment.

**Revised:** April 12, 2007; December 10, 2008; September 7, 2012; September 4, 2014; February 15, 2017; August 2017, February 12, 2018