

APPRENTICE LINEMAN
COLUMBUS ELECTRIC COOPERATIVE, INC.

1 PURPOSE OF POSITION

To provide service, line construction, operation and maintenance of the Cooperative's overhead and URD distribution and transmission system; to acquire and train in the skills necessary to perform the construction, operation and maintenance of overhead and underground electrical distribution and transmission system.

2 MINIMUM JOB SPECIFICATIONS

(a) Required:

- (1) High School Graduate/Equivalent.
- (2) Ability to successfully complete training course and develop skills necessary for line work.
- (3) Ability to develop thorough knowledge and skill within each of the specified steps of lineman progression, including the use and application of mathematical calculations.
- (4) Ability to rapidly acquire knowledge of corporate procedures and safety practices, basic knowledge of first-aid, safety rules, line materials and tools and their use.
- (5) Ability to safely perform the physical requirements of the position including frequent lifting of up to 50 pounds and occasionally moving items of up to 100 pounds, long periods standing and working overhead, shoveling and other dirt work and to become proficient in the safe climbing of poles up to 70 feet in height.
- (6) Ability to rapidly gain an effective knowledge of basic electricity, construction work and construction units.
- (7) Ability to read and interpret diagrams, maps, specification and equipment sheets and staking sheets.
- (8) Ability to gain a good working knowledge of all types of metering.
- (9) Supplying own hand tools and climbing gear.
- (10) Passing company required physical exam and meeting DOT certification.
- (11) Obtaining a valid Class A New Mexico driver's license and relevant endorsements.
- (12) Ability to become proficient in the safe operation of equipment used in line construction, operation and maintenance, including buckets, bucket trucks, forklift, digger trucks, UTV's, augers, winches, high compression tools and various specialized tools.
- (13) The ability to work in adverse weather conditions at irregular hours, including nights, weekends and holidays and frequently in loud or noisy work environments.

(b) Preferred:

- (1) Previous work experience in an electrical distribution system.
- (2) Basic knowledge of electricity.

3 PROGRESSION

Apprentice Lineman I – Minimum of 1 year satisfactory job performance and completion of Merchants Year 1 and on the job training as Apprentice Lineman I.

Apprentice Lineman II – Minimum of 1 year satisfactory job performance and completion of Merchants Year 2 and on the job training as Apprentice Lineman II.

Apprentice Lineman III – Minimum of 1 year satisfactory job performance and completion of Merchants Year 3 and on the job training as Apprentice Lineman III.

Apprentice Lineman IV – Minimum of 1 year satisfactory job performance and completion of Merchants Year 4 and on the job training as Apprentice Lineman IV.

Journeyman Lineman – Completion of all previous progressive steps must occur in a minimum of forty-eight (48) months and a maximum of fifty-two (52) months with final progression from Apprentice Lineman IV to Journeyman Lineman subject to evaluation by the Apprenticeship Committee and approval of the Cooperative General Manager.

4 WORKING CONDITIONS

Work and working conditions are varied and sufficient time to complete all tasks in a safe and prudent manner is afforded to all persons in this position. Toward that end, opportunities to relax from any physical exertion or to change position in work activities.

- (a) Physical Effort and Dexterity: Frequent physical activity, to include walking, stooping, bending, frequent lifting up to fifty (50) pounds, occasional moving of up to one hundred (100) pounds, climbing, kneeling, reaching, stooping, crawling, pushing, and working in awkward positions and enclosed spaces is normal.
- (b) Machines, Tools, Equipment required to be operated: Required to use heavy machines and equipment, and power and hand tools in field operations, to include pole climbing gear, hydraulic tamps, power line conductors, secondary wires, and volt/ohm meters. Must possess a current New Mexico commercial driver's license and have an insurable driving record.
- (c) Visual Acuity, Hearing, and Speaking: Must be able to communicate clearly and accurately for work and safety compliance in a hot line work environment. Visual color discrimination is required to differentiate wire and part colors.
- (d) Environment/Working Conditions: Work is mostly outside in close proximity to hot line construction and maintenance and energized conductors in varying weather conditions; and is exposed to the hazards of electrical shock and burns as well as to falls. Position requires travel throughout the service area. An employee's normal workweek consists of forty hours, the schedule to be set at the discretion of the Manager, although weekends, holidays and after hours is required to meet deadlines or address distribution problems and overtime hours, when requested are mandatory, which requires all persons in this position to live in the designated service area of the line crew to which he is assigned, no further than thirty (30) minutes from the crew office in either Deming or Animas.

5 WORKING RELATIONSHIPS

(a) Internal

Two way communication with immediate supervisor (Crew Foreman) to receive direction, instruction, approvals; to provide work related information in a timely manner; with Journeyman Lineman and more senior Apprentice Linemen to receive work direction, training and guidance; with all members of the line crew to provide support and assistance.

(b) External

Demonstrates an awareness that the job exists to effectively serve each and every customer by providing prompt, reliable and efficient work for the construction, operation and maintenance of the Cooperative's distribution and transmission system, and at every opportunity to achieve increased customer and public understanding for support of the Cooperative and to foster good public relations through professionalism with both customers and members of the general public.

6 MAJOR RESPONSIBILITIES

The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

(a) Duties required of an Apprentice Lineman I:

- (1) Successful completion of Merchants Year 1 program and twelve (12) months of on the job training, including but not limited to the requirement listed below.
- (2) First aid and CPR training.
- (3) Identification and proper use of Personal Protective Equipment and common tools and materials and ensuring the placement and orderly storage of necessary tools on crew trucks.
- (4) Identification of and demonstrated awareness of hazardous conditions and job duties, including identification of hot legs of secondary conductors and checking voltages as well as meter installation.
- (5) Utilization of radio for communication and emergencies.
- (6) Performs duties of Driver Operator and Equipment Operator as required.
- (7) Operates truck and assists in loading and unloading material.
- (8) Checks material in and out at warehouse and retires old line and facilities. Properly secures all material when loading.
- (9) Operates all vehicles in accordance with state and local laws.
- (10) Maintains thorough knowledge of jobs being performed and anticipates needs of senior Apprentice Linemen and Journeymen Linemen.
- (11) Sends tools and materials up pole with approved hand line and other equipment.
- (12) Properly makes up, on the ground, conductor dead end assemblies for the Linemen.
- (13) Sets up reels and helps string wire.
- (14) Bores all holes and frames and installs all poles according to specifications.

- (15) Trenches for and drives in ground rods.
- (16) Performs stringing, sagging, installing armor rods and tying in conductors of all sizes and types on dead primary poles and de-energized circuits for training purposes.
- (17) Installs and connects transformers, fuse cut-outs, arrestors, switches and oil circuit reclosers on dead structures for training purposes.
- (18) Assists in splicing broken conductors, re-sagging broken lines, replacing damaged electrical equipment and performing other construction, retirements, operation and maintenance work on dead equipment for training purposes.
- (19) Energizes transformer OCRs and switches with approved insulated sticks from the ground as required.
- (20) Assists in tree trimming and clearing of right-of-way as required.
- (21) After six months as Lineman – Entry and with immediate supervisor’s approval, installs street light bulbs and photo cell eyes on underground street light poles, as required.
- (22) Properly checks voltage on meter bases and underground street light poles with volt meter, as required.
- (23) Receives training on installing and connecting transformers, fuses, cutouts, arrestors, switches and/or circuit reclosers on dead structures at job supervisor's discretion.

(b) Duties required of Apprentice Lineman II:

- (1) Successful completion of Merchants Year 2 program and twelve (12) months of on the job training, including but not limited to the requirement listed below.
- (2) Digs holes and anchors poles, sets and aligns poles and anchors, makes up and installs all types of guys. Strings, sags, and installs armor rods and ties in conductors of all sizes and types on dead primary poles and structures according to CEC’s specifications.
- (3) Reads meters as directed. Installs and removes meters, meter sockets and meter equipment and collects on delinquent accounts as directed.
- (4) Performs necessary work on energized secondary lines and equipment while positioned at least four feet below the lowest point of attachment of primary line to the pole under direct supervision.
- (5) Energizes transformer OCRs and switches with approved insulated sticks, underground and overhead, as directed.

(c) Duties required of Apprentice Lineman III:

- (1) Successful completion of Merchants Year 3 program and twelve (12) months of on the job training, including but not limited to the requirement listed below.
- (2) At supervisor's discretion and with supervisor present, becomes proficient in the use of hotline cover up protection on single phase and minimal cover up on three phase structures when performing the following duties: hanging transformer switches, single phase underground terminators.
- (3) Assists Journeyman Lineman or senior Apprentice Lineman in an aerial lift device while working on primary single phase structures or in situations where only one phase is energized, at the discretion of job supervisor.

- (4) Complete safe operation of all equipment, including bucket trucks, digger trucks and line trucks.
- (d) Duties required of an Apprentice Lineman IV:
- (1) Successful completion of Merchants Year 4 program and twelve (12) months of on the job training, including but not limited to the requirement listed below.
 - (2) Works on any energized structures under established safety procedures while accompanied on the structure by a Journeyman Lineman; these duties must be directed by Crew Foreman or other appropriate job supervisor.
 - (3) May run service from existing secondary source, without immediate supervision.
 - (4) May work on any structure alone with job supervisor closely observing and directing from the ground. This is to be done only with the direct specific knowledge of the job supervisor.
- (e) Duties required of a Journeyman Lineman:
- (1) May work on any structure without supervision.
 - (2) May fill in for the First Class Lineman, as directed.
 - (3) May work on 25 kV with job supervisor closely observing and directing from the ground.
- (f) General duties for all Apprentice and Journeymen Lineman:
- (1) Completes assigned duties in accordance with CEC standards in the specified time frame and within established safety guidelines.
 - (2) Effectively meets job qualification standards as required by OSHA.
 - (3) Maintains availability for necessary on call and overtime work; promptly responds to calls requiring overtime work.
 - (4) Cuts right-of-way, performs landscaping, concrete, and asphalt repairs as required.
 - (5) Effectively installs conduits and plastic ducts.
 - (6) Visually check lines, poles, insulators, transformers, service entrances, rights-of-way, etc. for damages or unsafe conditions and reports same to immediate supervisor.
 - (7) Completes all necessary forms, reports, records, and information in an accurate and timely manner.
 - (8) Abides by corporate policies, by-laws, rules and regulations.
 - (9) Responsible for the daily inspection, service and maintenance of assigned vehicles and equipment.
 - (10) Advises immediate supervisor of maintenance needs on tools, vehicles, and other equipment.

- (11) Shows concern for consumer property and insures all work areas are left in a clean and safe condition.
- (12) Participates in job training, tailgate and safety meetings.
- (13) Abides by all safety rules, practices and standards and performs all duties and tasks in a safe manner.
- (14) Assists in handling emergencies and outages as directed.