

**Coleman County Electric Cooperative, Inc.**  
**Job Description**

*Revised 08/23/2019*

JOB TITLE: Apprentice Lineman

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Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Line Foreman & Superintendent

Work Period: Must not exceed 40 hrs/wk

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**GENERAL DESCRIPTION:** In following the course through the linemen progression, this position is required to learn lineman job duties through on-the-job training and classroom training in order to demonstrate competencies required for advancement. This position performs various manual labor type tasks at the work site to assist crew members.

**PREREQUISITES:**

Must have and maintain a valid Texas driver's license and/or commercial driver's license.

Ability to learn Cooperative's service area, transmission and distribution system.

Must be trainable in the application of CPR and First Aid.

Must understand that the position will be assigned a scheduled on-call time to provide service at times other than normal working hours.

**DUTIES AND RESPONSIBILITIES:**

Carry out instructed duties in a safe, economical, and efficient manner as an aide to the crew on construction and maintenance work.

Required to drive company vehicles, dig holes, trim trees, and perform other manual tasks as assigned.

Become familiar with Cooperative distribution and transmission system and learn how to read a system map.

Assist in the proper use and care of all tools and equipment and report in writing to the Line Foreman and/or Supervisor(s) any equipment working improperly or in need of repair.

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.

Understand and personally perform all duties in accordance with applicable safety and policy manuals, as well as, report to Supervisor(s) hazardous conditions and needed maintenance in field or office, such as checking for trees in line, rotten poles, etc.

Maintain in an accurate and prompt manner, required oral and/or written reports.

Conduct oneself in such a manner as to contribute a better understanding of the Cooperative when in contact with members, or the general public, as well as, maintain a harmonious relationship with all Cooperative personnel. Promote good will and good public relations through any contact with member/owner and the public in general.

Ability to understand and follow Cooperative maps, Cooperative Safety Manual, work orders, staking sheets and any type of Cooperative forms related to work being performed.

Ability to learn and understand the installation of transformers, wiring of transformer banks, regulators, capacitors and other electrical equipment.

Ability to learn Cooperative's tariff policies that apply to Lineman duties.

Observes Lineman work on pole and anticipates the Lineman's needs for materials and tools.

Assists Lineman in preparing materials for use at the work site – performs tasks as assigned by Crew Leader or Line Foreman.

Performs manual labor type tasks as assigned by crew foreman such as cleaning truck, loading material, digging ditches, tamping, cutting brush and moving materials.

Attends safety and other classroom training provided by the Cooperative.

Wears appropriate work clothing, hard hat, leather gloves, safety glasses and other safety equipment as necessary.

Follows Cooperative, NESC, RUS, OSHA, State and other regulatory agency safety procedures and rules in the performance of all work.

Assists Lineman in equipment maintenance duties.

Maintains vigilance for safety hazards.

Responsible for maintaining time records.

Responsible for completing documentation for installed and/or retired equipment.

Ensures that all documentation is completed accurately, legibly, and promptly.

Required to travel for training and events that will improve job knowledge and skills.

Adheres to safety rules and practices. Responsible for reporting un-safe practices to appropriate personnel.

Reports regularly to the Line Foreman and/or Line Superintendent with any items of interest and importance to daily operations.

Responsible to understand and follow all Cooperative policies. Maintains an attitude that will promote harmony and good will among fellow employees, members, consumers, and the public.

This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.

## **GENERAL QUALIFICATION GUIDELINES**

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** High school diploma or equivalent is required. Electric utility experience is desirable. Must have and maintain a valid Texas driver's license, preference given to an individual with a Texas commercial driver's license.

**LANGUAGE SKILLS:** Must have ability to read and interpret documents specific to the duties required for this position. Ability to write routine reports and correspondence. Ability to communicate effectively in person or via telephone, email or personal mail to members, vendors, staff, and before groups of people as needed.

**REASONING ABILITY:** Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer, e-mail, and word processing software. May need to operate fax machines, calculators, typewriters, copier, and

other office machines. Ability to carry out instructions assigned by Supervisor or General Manager.

**PHYSICAL DEMANDS:** Work may be varied throughout each day. The work is subject to outside environmental conditions, those being both extreme heat and extreme cold at times, with no effective protection from the weather. The work includes exposure to oils, chemicals, vibration, loud noises and other hazards relative to the construction, operation and maintenance of the Cooperative. Must be able to frequently sit, bend, stoop, squat, lift and carry up to 50 pounds, push and/or pull, reach above shoulder level, climb, balance, kneel, crouch, and twist. Must be able to occasionally lift between 75 – 100 pounds, to occasionally crouch and work in awkward positions and/or enclosed spaces. Must be able to use heavy machines and equipment, power and hand tools in field operations. May be required to walk in uneven or poor terrain (road ditches, right-of-way, underbrush) during poor weather conditions (mud, snow, poor lighting) carrying a minimum of 50 pounds. Frequently sits in a vehicle to drive and/or ride to various sites. Additional activities include frequent use of hand-eye coordination to operate power hand tools and occasionally electronic test equipment.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

*This is an "At Will" employment and nothing contained herein is intended to create any contractual rights between Employer and Employee. Employee may be terminated at any time with or without cause.*

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*Employee Signature*

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*Date*