



POSITION DESCRIPTION  
Moon Lake Electric Association, Inc.

POSITION TITLE: Apprentice/Journeyman Lineman-Small Construction Crew

DEPARTMENT: Operations

POSITION GRADE: ML7

DATE REVISED: 01/23/23

APPROVED:

General Manager Yankton Johnson

Operations Manager Curtis Miles

Line Superintendent [Signature]

Supervisor/Foreman \_\_\_\_\_

**OBJECTIVE**

Apprentice Lineman: To assist Linemen in the construction, operation, and maintenance of overhead and underground power lines and substations to assure electrical service. Also, to acquire the experience and knowledge required to certify as a Journeyman Lineman as prescribed by Cooperative policy.

Journeyman Lineman: To perform skilled line work in the construction, operation and maintenance of overhead and underground power lines and substations to assure electrical service.

**REPORTS TO:** Line Crew Foreman

**SUPERVISES:** None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

Apprentice Lineman:

1. Assists Journeymen Linemen with activities in the construction, maintenance, and operation of system lines, services, and substations. Complies with all safety regulations.
2. Stocks and maintains truck stock and materials required for each job.
3. Assists with emergency calls related to power line failures and other outages.
4. Maintains assigned vehicles and equipment.
5. Files required reports accurately and promptly.
6. Performs connects and disconnects of services.
7. Must be available to perform after hours emergency work and to be placed on the on-call schedule at the

discretion of management for after-hours coverage.

8. Performs all other duties as required.

Journeyman Lineman:

1. Performs activities in the construction, maintenance and operation of system lines, services and substations.
2. Assists in training Apprentice Linemen in related work to insure safe and proper performance and procedures.
3. Handles emergency calls related to power line failures and other outages.
4. Maintains assigned vehicles and equipment.
5. Assumes responsibility in the absence of Crew Foreman and Lead Lineman.
6. Files required reports accurately and promptly.
7. Performs connects and disconnects on services.
8. Be available and perform after hours emergency work. Be obligated to be placed on the on-call schedule at the discretion of management for after-hours coverage.
9. Performs all other duties as required.

## **POSITION CHARACTERISTICS**

### A. Fair Labor Standards Act Provisions

The position of Apprentice/Journeyman Lineman is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

### B. Minimum Qualifications

Apprentice Lineman:

**Education:** High School graduate and certificate of graduation from a Lineman Technology Course of study preferred. Consideration will be awarded for additional formal education leading to a degree.

Journeyman Lineman:

**Education:** High School graduate. Preferential consideration will be awarded for additional formal education leading to a degree.

### **In Addition To**

Apprentice Lineman:

**Experience:** Basic knowledge of electricity, electrical installations, and equipment with prior experience preferred.

Journeyman Lineman:

**Experience:** Journeyman Lineman certificate recognized by MLEA required.

**Must Possess:** Valid Class A, Commercial Driver's License

**Residency:** Must reside within a 20-mile driving distance of reporting work station.

**Duties and Responsibilities:** Must be able to work with all departments of the Association as well as with outside contractors, other utilities, and consumers. Must be available for on-call duty when required. Consideration will be given to those candidates possessing a greater working knowledge of their duties and responsibilities.

**Leadership, Interpersonal, Time Management and Communication Skills:**

Must be consumer-oriented.

Must be able to think clearly and rationally in various situations and must be flexible to adapt to changing circumstances.

Must possess interpersonal skills including, but not limited to, the ability to resolve conflicts and promote good working relations between crew members and consumers. Must foster a positive work environment for individual growth and development.

Must have demonstrated communication skills to communicate clearly and effectively with crews, consumers, and management.

C. Essential Physical and Mental Demand

**Physical:** Work is often performed in awkward or uncomfortable positions involving stooping, bending, climbing, reaching, lifting and handling tools or materials of sufficient weight to cause additional physical stress. The employee must be able to meet the physical requirements of the work and safety requirements.

**Mental:** Work of position is generally varied and employee has sufficient time to complete most tasks without a feeling of pressure.

**Working Conditions:** Work is primarily outside. The employee is required to work outside in inclement weather to restore electrical service. Work involves frequent risk of accident from improperly handled equipment or from electrical shock because of work near or on power lines or equipment.

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**