

NORVAL ELECTRIC COOPERATIVE, INC.

JOB TITLE: Journeyman/Apprentice Lineman

EXEMPT (Y/N): No
SUPERVISOR: Line Superintendent

LOCATION: Glasgow
DATE: May 2024

SUMMARY: Responsibilities include constructing, converting, relocating, and performing maintenance and service work on lines throughout the area served by the organization.

MINIMUM REQUIREMENTS:

- Must have a current Montana Commercial Driver's License at date of employment or be able to obtain one within 90 days of employment.
- Must maintain a current Montana Commercial Driver's License during course of employment.
- Journeyman must have completed a recognized, qualified, four-year apprenticeship and have met all minimum requirements of the trade. Must be recognized by IBEW and State of Montana as a journeyman lineman.
- Has a thorough background and knowledge of operating and construction procedures and practices of electric transmission and distribution organizations acquired through the apprentice training program and on-the-job experience.
- Be able to execute and administer a planned program of work, which will achieve the expectations of the organization.
- Be willing to perform all of the duties of the crew.
- Accept duty calls at any time during the day or night, seven days per week.
- Must be thoroughly trained in administering CPR, First Aid, and Pole Top Rescue.
- Must be a certified flagger.
- Effective verbal communication skills; legible handwriting; good member service skills.
- Live within 20 miles of NorVal headquarters or outposts wherever the vacancy exists.
- Occasional out-of-area travel, which can include several days of overnight stay.
- Work schedule as defined by the Union contract, with overtime as required.
- This position is required to join the Union and is covered under the Labor Agreement between NorVal and the IBEW Local 758.
- Dress according to NorVal Employee Policy 23 Dress Code.
- Requires excellent physical strength in order to meet the following:
 1. Climbing of and working on poles and towers up to 100 feet tall.
 2. Works on or near energized conductors and equipment, possibly at night and under time restraints.

3. Able to lift, carry, hold, and use equipment, poles, etc., up to 100 pounds. Must be able to work with both arms overhead, grip and hold lines and ropes with up to 80 pounds weight attached, and work with small components for up to 8 hours.
4. Will be working outdoors year-round in all kinds of weather conditions and terrain; may work for long periods in hot, cold, wet, windy, or icy conditions; must be able to walk up to 3 miles; may be necessary to wear snowshoes and skis, and operate a snowmobile.
5. Must be able to work in an environment with high noise levels and be able to safely use hazardous substances.
6. Must be able to stand for up to 8 hours a day; sit, kneel, and crouch for up to 8 hours a day.

DUTIES & ACCOUNTABILITIES

All duties are to be performed as instructed in training and following written procedures, policies, etc., unless unusual circumstances dictate otherwise.

- A1. Accurately and thoroughly performs construction, conversion, relocation, maintenance, and service work on energized or de-energized lines throughout the area served by the organization. Performs all work and handles all tools in accordance with accepted safety rules, regulations, and practices relating to the trade.
- A2. When appropriate, practices barricading on public highways and public rights-of-way to include the proper use of warning signs, devices, and flagging procedures.
- A3. When approached by a property owner, communicates in a professional and helpful manner answering any questions or concerns. If concerns still exist, seeks assistance from the Foreman. Whenever coming into contact with members or the general public, follows all aspects of the Member Relations procedure. Insists the same from the crew when under his/her supervision.
- A4. In the absence of the Foreman and/or when assigned, supervises the activities of the crew assigned to him/her. Assigns duties to the crew in a manner that will ensure all work is performed safely, promptly, efficiently, economically, and courteously. When working with apprentices, provides training and instruction to ensure work performed is accurate, thorough, safe, and meeting NorVal Electric Cooperative standards.
- A5. Accurately and legibly completes, as required or assigned: Tailboards, Service Orders, Accident Reports, Interruption Reports, etc.
- A6. Maintains ongoing, effective communication with direct supervisor regarding the specifics of each assignment, problems that may occur, and questions that may arise. Reports immediately any known hazardous conditions affecting the crew or public that exists on lines, stations, etc. Make suggestions on revisions needed.
- A7. When requested, submits reports of accountability to direct supervisor for jobs performed and for all materials issued him/her or to the crew; cares for and returns to the warehouse all unused and retired materials.

- A8. Maintains and properly uses all trucks, equipment, and tools assigned to him/her to ensure all are in proper working order at all times. Performs daily inspection on trucks and equipment completing the inspection forms required.
- A9. Responds to duty calls as soon as possible, day or night, seven days a week, to correct the problem and/or restore service.
- A10. Be willing to perform all of the duties for all of the positions in his/her crew, according to the job descriptions, in order to meet the requirements and deadlines of the work being performed.
- A11. While traveling throughout the NorVal system performing regular duties, is constantly watching for system deficiencies which need attention. Documents the deficiencies and turns in daily to his/her supervisor.
- A12. Become familiar with and keep current with NorVal objectives and applicable policies. Adheres to all applicable policies outlined in the Safety Policies.
- A13. Gains and maintains a thorough knowledge of the description of units, specifications, and drawings for line construction of transmission and distribution and voltages presently in use or proposed to be used on the system and convey this information to the crew in the absence of the Foreman.
- A14. Gains and maintains a thorough knowledge of the transmission and distribution system in the service area to which he/she may be assigned, such as: location and workings of substations, regulators, breakers, and fuses, and convey this information to the crew in the absence of the Foreman.
- A15. Performs other duties as assigned by management applying the same skill and enthusiasm as with regularly assigned responsibilities.

SUPERVISION:

The Journeyman/Apprentice Lineman will be under the direct supervision of the Journeyman Lineman Foreman. The nature of this position is such that he/she will be working primarily without direct supervision, and, therefore, will be expected to exercise knowledge and good judgment at all times following all safety practices and proper use of all safety equipment.