

Groundman, Apprentice Lineman, Lineman, Journeyman Lineman, and Lead Journeyman Lineman

Reports to: Manager of Operations and/or

Department: Operations

Line Superintendent (see current Organizational Chart for specifics)

Hours: Scheduled Office Hours

Mon – Fri, 7:30 am to 4:15 pm

Classification: Hourly, 26 pays per year

Status: Non-exempt

Adopted: 03/2000

Revised: 01/2007, 10/2013, 04/2023

Objectives and Responsibilities:

Provide service to the members and maintain a reliable electric distribution system. Determine the problem and restore the distribution system following interruptions of any kind. Provide office employees with paperwork as necessary to complete timely billing, payroll, material control, etc. Assist in providing safe work sites for employees and customers. Treat all customers with respect and dignity.

The specific objectives for this position and the responsibilities to be fulfilled include but are not limited to:

Essential Functions & Responsibilities:

- A. Restores quickly and efficiently electric service and other services supplied by the REMC.
- B. Looks for efficiencies and reports problems that hinder the efficient completion of work.
- C. Participates in monthly safety meetings.
- D. Follows policies and procedures and seeks input when information is unclear, inadequate, or requires interpretation.
- E. Completes any necessary documentation accurately and timely for office operations.
- F. Studies, learns, and complies with all safety practices, procedures, instructions.
- G. Operate vehicles as directed obeying all safety requirements.
- H. Cuts right-of-way, trims trees, and chips brush if needed to restore service.
- I. Performs routine equipment maintenance.
- J. Loads and unloads material and equipment and sees that line trucks are kept stocked with sufficient inventory of supplies to make emergency repairs.
- K. Returns all job locations to a neat, safe condition following completion of work, removing all cartons and discarded materials.
- L. Operates radio communications equipment, abiding by the Federal Communications Commission's Rules & Regulations. Uses radio or cell phone to allow the logging of daily activities.
- M. Refrains from using profane language, obscene actions, or any other negative behavior that would reflect unfavorably upon the REMC.
- N. Reviews daily work schedules and orally confirms the understanding of the assigned work.
- O. Attends and participates in Annual Meeting as required or directed.
- P. Performs other work of this or any other classification requiring equal or lesser skills when assigned by supervisor.
- Q. Reads meters and handles disconnects as needed.
- R. Assumes responsibility for on-call work. Is subject to "call back" after normal working hours for the purpose of providing immediate response to equipment failure. Will do two person call-outs on outages.
- S. Possesses and uses the skills and knowledge necessary to perform all phases of line work, including the construction, operation and maintenance of the distribution and transmission systems.
- T. Sets a positive example of safe practices for others.
- U. Follows cooperative procedures and sees that job-related records, reports, and other paperwork are correct, complete, and on time.

- V. Maintains currency and ability to perform first aid and artificial respiration and pole top and bucket rescue.
- W. Remains a competent craftsman by keeping skills and knowledge current.

Physical Requirements:

This position is subject to adverse weather elements/hazards, and subject to work-related hazards while performing the job. All positions work outside with great physical exertion requiring upper body strength and stamina. Frequently climbs poles and is exposed to the risk of high precarious places up to 55 feet or more, installing line materials and equipment such as transformers, reclosers, cutouts, insulators, etc., and often works in awkward positions requiring lower body strength. Frequently will crouch or bend to perform maintenance on a service or primary installation. Will frequently lift materials, tools and equipment weighing up to 50 pounds and may frequently lift material and equipment weighing up to 100 pounds. Will individually or with assistance pull or push conductors from pole to pole. Must be certified and able to perform bucket, pole top rescue, first aid and CPR. Shovels dirt, works around noisy construction machinery and equipment and visually inspects work for safe connections and standards design. Works on uneven terrain in areas along and off road right-of-ways, and will often encounter vehicular traffic. Will frequently work with or near energized lines (normally in voltage classes of 7.2 kV to 12.47 kV) and equipment requiring safe work habits and performed in accordance with established work procedures and specifications to avoid electric shock and injury. Frequently sits in a line truck to drive or ride to various line sites. May be at-risk to exposure to blood borne pathogens. Must reside within 20-mile radius of the warehouse. Must be able to operate equipment including, but not limited to digger derrick trucks, bucket trucks, chain saws and any other construction or maintenance-related equipment. Will be exposed to chemical sprays used to clear right-of-way. Subject to random drug and alcohol testing consistent with DOT regulations and the REMC policies.

Education and Training Requirements:

1. High School graduate or GED.
2. Ability to obtain and maintain a current CDL A Indiana Driver's License.
3. Demonstrates the mechanical and physical ability to perform the trade.
4. Ability to read, write and understand sequential processes in written, oral, diagram, or schedule form.
5. Ability to apply craft techniques, processes and principles.
6. Demonstrates initiative and judgment in decision-making.
7. Experienced in working with a team or individually.
8. Subject to random drug and alcohol testing consistent with DOT regulations and the REMC policies.

Conditions of Employment:

1. Must be able to pass random drug and alcohol tests, driver's license checks, and criminal history background checks.
2. Must have or be able to obtain and maintain a valid Indiana CDL driver's license.
3. Must be able to prove eligibility to work in the United States.
4. Must have a high school diploma or GED.
5. Must be willing and able to work hours in addition to regularly scheduled office hours, as business needs require.

COMMENTS:

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor or other management personnel. Parke County Rural Electric Membership Corporation reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Attachment 1

The specific purpose of a Groundman is to provide a training position for individuals prior to being entered into the Lineman Apprenticeship program.

Groundman:

This position is one of active training in line work with a focus upon line construction. Requirements and training are the same as Apprentice Lineman without the initial classroom requirements.

Line condition: The Groundman will not work within contact distance of an energized conductor. Work will be limited to construction and maintenance, in which poles are completely de-energized and grounded.

Assigned training and responsibilities include: By the end of the training period, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. Cooperative safety rules.
2. First aid training.
3. Identification of material, tools and equipment.
4. Proper handling and use of materials, tools, and equipment.
5. Frame poles.
6. RUS specifications and basic construction units.
7. Drive and maintain vehicles and equipment.
8. Operate radio.
9. Must maintain a valid driver's license and begin process to acquire a CDL A license.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman in charge.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman or a Journeyman Lineman to which he is assigned.

Standards for being on Call: The Groundman may not go on calls with the Journeyman Lineman.

Progression: Regular reviews/appraisals will be conducted by operations supervision to determine a Groundman's readiness and/or ability to proceed within the apprentice program as well as their continued employment with Parke County REMC.

Attachment 2

The specific purpose of Apprentice Lineman is to provide for a planned program of progressive training and experiences that will result in the development of skills and knowledge necessary for the construction, operation, and maintenance of a reliable electric system.

Apprentice Lineman – First Year:

This position is one of active training in line work with a focus upon line construction. In order to remain in the lineman classification, it is a requirement for the individual entering this training to progress with training and experience to the Journeyman Lineman level.

Line condition: The first year Apprentice Lineman will not work within contact distance of an energized conductor on a pole while in this position. Work will be limited to construction and maintenance, in which poles are completely de-energized and grounded; with the exception of guiding poles when setting in line.

Assigned training and responsibilities include: By the end of the first year, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. Cooperative safety rules.
2. First aid training.
3. Identification of material, tools and equipment.
4. Proper handling and use of materials, tools, and equipment.
5. Frame poles.
6. RUS specifications and basic construction units.
7. Climbing poles.
8. Drive and maintain vehicles and equipment.
9. Operate radio.
10. Understand operation of aerial devices and diggers.
11. Pole-top and bucket truck rescue techniques
12. Meet all State requirements to operate the REMC vehicles, such as CDL A license, or any other qualifications.
13. Perform other first year duties as assigned with supervision.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman in charge. Apprentice must attend Apprentice School run by Indiana Statewide REC., Inc., Training and Safety Program. Must start Apprentice School when requested by the REMC management.

Reports to for supervision: Is under the direct supervision of the Line Superintendent or Lead Journeyman Lineman or Journeyman Lineman to which he is assigned.

Standards for being on Call: The apprentice may go on calls with the Journeyman Lineman.

Progression: At the end of twelve (12) months, and the satisfactory completion of the first year- Apprentice Lineman, a decision is made by the CEO, Manager of Operations, and Line Superintendent, with input from Journeyman Linemen, as to whether the apprentice can be advanced to the next training step, Apprentice Lineman Second Year. If the apprentice cannot be advanced and there are indications that further training will lead to advancement, apprentice may be continued in present position for a period not to exceed six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination can occur.

Attachment 3

Apprentice Lineman –Second Year:

The individual at this level is expected to continue to perform the duties of the previous position as necessary and assigned. The assignments will be progressively more challenging toward achieving the skills and knowledge necessary for a Journeyman Lineman.

Line condition: The Apprentice Lineman – Second Year may work on energized poles outside of the MAD of the primary under supervision of a Journeyman Lineman. Second Year may work directly on conductors energized to 600 volts or less.

Assigned training and responsibilities include: By the end of the second year, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. National Electric Safety Code, where applicable.
2. Procedures for forms, records and reporting.
3. Installation of distribution transformers.
4. Installation of security lights, service drops, secondaries, and conductors.
5. Single-phase transformer connections.
6. Mapping systems.
7. Attend underground school.
8. Continue to meet all State requirements to operate the REMC vehicles, such as CDL A license, or any other qualifications.
9. Perform other second year duties as assigned with supervision.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman in charge. Apprentice School must continue.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman to which he is assigned. May work on any energized conductor that does not exceed 600 volts.

Standards for being on Call: The apprentice may go on calls with the Journeyman Lineman.

Progression: At the end of twelve (12) months, and the satisfactory completion of the second year of Apprentice School, a decision is made by the CEO, Manager of Operations, and Line Superintendent, with input from Journeyman Linemen, as to whether the apprentice can be advanced to the next training step, Apprentice Lineman Third Year. If the apprentice cannot be advanced and there are indications that further training will lead to advancement, apprentice may be continued in present position for a period not to exceed six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination can occur.

Apprentice Lineman –Third Year:

The individual at this level is expected to continue to perform the duties of the previous position as necessary and assigned. The assignments will be progressively more challenging toward achieving the skills and knowledge necessary for a Journeyman Lineman.

Line condition: The Apprentice Lineman – Third Year may assist a Journeyman Lineman on work being done on an energized pole up to 15,000 volts.

Assigned training and responsibilities include: By the end of the third year, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. Staking sheet interpretation.
2. Polyphase transformer connections.
3. Sizing transformers, conductors and fuses.
4. System layout, feeds and tagging procedures, as prescribed by the REMC.
5. Installation and repair of transformers, OCRs and sectionalizers.
6. Installation of regulators and capacitors.
7. Attend hot-line school.
8. Hot-line work under direct supervision. (Journeyman Lineman MUST be in bucket with them)
9. Become familiar with hot sticking procedures.
10. Load and voltage checks.
11. Continue to meet all State requirements to operate the REMC vehicles, such as CDL A license, or any other qualifications.
12. Performs other third year duties as assigned with supervision.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman, or Journeyman Lineman in charge. Apprentice School must continue.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman to which he is assigned. May now start to work on 15KV poles or in the bucket trucks, under the direct supervision of a Journeyman who is on the pole or in the bucket with the Apprentice -- Third Year.

Standards for being on Call: The apprentice may go on calls with the Journeyman Lineman.

Progression: At the end of twelve (12) months, and the satisfactory completion of the third year of Apprentice School, a decision is made by the CEO, Manager of Operations, and Line Superintendent, with input from Journeyman Linemen, as to whether the apprentice can be advanced to the next training step, Apprentice Lineman Fourth Year. If the apprentice cannot be advanced and there are indications that further training will lead to advancement, apprentice may be continued in present position for a period not to exceed six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination can occur.

Apprentice Lineman –Fourth Year:

By this time, the Apprentice should have developed the skills to use all of the equipment utilized by a lineman. The individual at this level is expected to continue to perform the duties of the previous position as necessary and assigned.

Line condition: The Apprentice Lineman –Fourth Year may work alone on an energized pole with no voltage limit as long as he is supervised by a Journeyman Lineman from the ground.

Assigned training and responsibilities include: By the end of the fourth year, the individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. Patrol and inspection of transmission, distribution and underground systems.
2. Specifications and procedures for underground construction and maintenance.
3. Substation inspection and maintenance.
4. Transmission and distribution switching, sectionalizing and fusing.
5. Installation of instrument transformers and recording/indicating meters.
6. All types of metering connections.
7. Trouble-shooting overhead and underground systems.
8. Staking line for work order construction.
9. Maintenance and operation of regulators and maintenance of OCRs and sectionalizers.
10. Maintenance and operation of capacitors.
11. Continue to meet all State requirements to operate the REMC vehicles, such as CDL A license, or any other qualifications.
12. Perform other fourth-year duties as assigned with supervision.
13. Be able to troubleshoot and restore substation outages correctly and safely.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman, or Journeyman Lineman in charge. Apprentice School must continue.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman to which he is assigned. May now do all the line work by himself as long as a Journeyman Line supervises from the ground.

Standards for being on Call: The apprentice may go on calls with the Journeyman Lineman.

Progression: At the end of twelve (12) months, and the satisfactory completion of the fourth year of Apprentice School, a decision is made by the CEO, Manager of Operations, and Line Superintendent, with input from Journeyman Linemen, as to whether the apprentice can be advanced to the next training step, Lineman. If the apprentice cannot be advanced and there are indications that further training will lead to advancement, apprentice may be continued in present position for a period not to exceed six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination will occur. Management has the option of extending apprenticeship period for another six months or may terminate employee.

Lineman:

Upon successful completion of the apprentice program and upon decision of the Manager of Operations and Line Superintendent, the employee will be advanced to Lineman. The individual at this level is expected to continue to perform the duties of the previous position as necessary and assigned.

1. Will stand call with Journeyman and not with an Apprentice.
2. Can do all types of line work but still need supervision

Line condition: The Lineman may work alone on an energized pole with no voltage limit as long as he is supervised by a Journeyman Lineman from the ground.

Assigned training and responsibilities include: The individual must have demonstrated the abilities to work effectively and have practical knowledge in the following areas:

1. Able to perform all duties and job skills of a Lineman position.
2. Specifications and procedures for underground construction and maintenance.
3. Substation inspection and maintenance.
4. Transmission and distribution switching, sectionalizing and fusing.
5. Installation of instrument transformers and recording/indicating meters.
6. All types of metering connections.
7. Trouble-shooting overhead and underground systems.
8. Staking line for work order construction.
9. Maintenance and operation of regulators and maintenance of OCRs and sectionalizers.
10. Maintenance and operation of capacitors.
11. Continue to meet all State requirements to operate the REMC vehicles, such as CDL A license, or any other qualifications.
12. Perform other duties as assigned with supervision.
13. Be able to troubleshoot and restore substation outages correctly and safely.

Training arrangements: The Manager of Operations is responsible for training, and will delegate specific activities to the Line Superintendent, Lead Journeyman Lineman, or Journeyman Lineman in charge.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman or Journeyman Lineman to which he is assigned. May now do all the line work by himself as long as a Journeyman Line supervises from the ground.

Standards for being on Call: The Lineman may go on calls with the Journeyman Lineman.

Progression: At time of completion of all requirements needed to advance there will be reviews periodically to determine if able to advance to a Journeyman Lineman. This advancement will be determined by CEO, Manager of Operations, and Line Superintendent, with input from Journeyman Linemen.

◆ **Journeyman Lineman**

This position is the culmination of an extended training period planned to develop a competent craftsman who can provide the needed services for the construction, operation and maintenance of the electrical distribution system.

Position:

The Journeyman Lineman should provide supervision to and assist Apprentice Lineman.

Line Condition:

The Journeyman Lineman. is expected to be able to perform all types of line work without supervision.

Responsibilities:

1. Perform any of the duties of the previously described positions.
2. Possesses and uses the skills and knowledge necessary to perform all phases of line work, including the construction, operation and maintenance of the distribution and transmission systems.
3. Instructs Apprentice Linemen during various phases of their training.
4. Sets a positive example of safe practices for others.
5. Follows cooperative procedures and sees that job-related records, reports, and other paperwork are correct, complete, and on time.
6. Stays current with required training and be able to perform first aid and artificial respiration and pole top resuscitation.
7. Remains a competent craftsman by keeping skills and knowledge current.
8. Responsible for administering pre-job safety briefings when acting as lead journeyman lineman.

Reports to for supervision: Is under the direct supervision of the Line Superintendent, Lead Journeyman Lineman, or Manager of Operations. May now do all the line work by himself without direction.

Supervision:

May be delegated the responsibility for supervising the work of others or directing a crew to perform the work assigned.

Standards for being on call:

Will do two-person call-outs on outages and may be responsible for the two person crew.

◆ **Lead Journeyman Lineman:**

This position will include all duties assigned to Journeyman Lineman with additional supervisory responsibilities.

Line Condition:

The Lead Journeyman Lineman is expected to be able to perform all types of line work without supervision. The Lead Journeyman Lineman will also be required to possess at least 5 years of experience working as a Journeyman Lineman and able to take a leadership role with the line crew.

Responsibilities:

1. Works with the Line Superintendent and the Manager of Operations to determine job assignments and daily tasks for the dedicated construction crew(s) and line crews.
2. Directs daily work of dedicated construction crew(s).
3. Backs-up Line Superintendent and completes those duties when required.
4. Responsible for coordinating job related activities including but not limited to; member communications, engineering changes, utility locates, material inventory and scheduling labor.
5. The Lead Journeyman Lineman should provide supervision to and assist other line crew members.
6. Perform any of the duties of the previously described positions.
7. Possesses and uses the skills and knowledge necessary to perform all phases of line work, including the construction, operation and maintenance of the distribution and transmission systems.
8. Instructs Apprentice Linemen during various phases of their training.
9. Sets a positive example of safe practices for others.
10. Follows cooperative procedures and sees that job-related records, reports, and other paperwork are correct, complete, and on time.
11. Remains current on all standards and requirements; is able to perform first aid, artificial respiration and pole top and bucket rescue.
12. Remains a competent craftsman by keeping skills and knowledge current.
13. Able to become proficient in the use of the computer and able to assist the lineman in using the mapping system and other systems that will aid in their roles.

Supervision:

The Lead Journeyman Lineman is under the direct supervision of the Line Superintendent or Manager of Operations. The Lead Journeyman Lineman will also provide direct supervision to the designated construction crews and other crews from time to time.

Standards for being on call:

Will do two-person call-outs on outages.