

**SHELBY ENERGY COOPERATIVE
POSITION DESCRIPTION**

JOB TITLE: Apprentice Line Technician **LOCATION:** Operations
FLSA STATUS: Non-Exempt **EEO CODE:** 07
REPORTS TO: Operation Manager **NRECA JOB CODE:** 15Q

GENERAL SUMMARY:

Under direct supervision of the Manager of Operations, provide assistance by constructing, replacing and maintaining reliable service to our membership while observing safe working habits. To be actively engaged in the apprentice program acquiring journeyman line technician skills.

ESSENTIAL DUTIES AND TASKS:

1. Under close supervision, perform the following:
 - learn the structures on which power lines are constructed;
 - work safely on and around both energized and de-energized power lines;
 - frame and climb poles;
 - keep vehicle stocked with proper materials and hardware; cut right-of-way for maintenance and new service orders.

2. Study and become familiar with Rural Utilities Service (RUS) specifications, American Public Power Association (APPA) manual, the National Electric Code (NEC), Occupational Safety Health Association (OSHA) and the Department of Transportation (DOT) guidelines.

3. Become knowledgeable of work order prints and construction units needed to complete a job.

4. Possess a CDL and be able to operate vehicles and other equipment in a safe manner, obeying all laws and safety rules.

5. Maintain a positive image in dealing with the public and other co-workers.

6. Perform other duties as assigned.

WORKING CONDITIONS:

This work is performed outdoors in all weather conditions, around and near moving mechanical parts, with risk of electrical shock. Regular hours are Monday through Friday, however; extra hours are required and mandated when needed during non-scheduled work hours.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position.

In order to maintain a safe working environment, each Cooperative employee shall:

Adhere to the Shelby Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations;

Attend and participate in Cooperative Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

EFFORT:

Must be able to see, hear and speak. Work requires standing, walking, sitting, lifting heavy material items of 100 pounds or more; must be able to push and pull objects weighing up to 150 pounds; digging and shoveling, must be able to move body in various positions, including maintaining balance, stooping, kneeling, crouching and reaching. Must be able to operate light and heavy duty Cooperative vehicles. Must be skilled in pole and tower climbing and able to work at heights of more than 100 feet. Must hear well enough to engage in conversations, hear various alarms and other sounds. Must be able to read, write, measure and perform mathematical calculations.

Must work on attaining four-year line technician certification plus other related courses to become a Journeyman Line Technician.

MACHINES, TOOLS, EQUIPMENT:

Computer, telephone, digger truck, bucket truck, skid loader, back hoe and various line tools.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency required. Must be able to work on a team, under general supervision

Successful performance on pre-employment tests is required.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination. Must be able to maintain complete confidentiality of any information s/he encounters.

SPECIALIZED SKILLS AND KNOWLEDGE:

Must be able to receive and follow instructions from Line Supervisor and Operations Manager to progress through the journeyman line technician program.

- **The Company reserves the right to revise and alter this job description as needed.**

Approved: _____ Date: _____

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature _____ Date: _____

Created: 09/12
Revised 09/13