



Position Title: Journeyman Lineman	Grade: Union
Department: Electric Operations	EEOC Class:
Division: Operations	FLSA Status: Non-Exempt
Reports To: Manager of Electric Operations	Date Revised:
Date Written: 04/2008	

NineStar Connect is an innovative community-minded, communications, energy, water and sewer cooperative. We provide the infrastructure that empowers thoughtful development and improves quality of place in Central Indiana.

General Summary:

To provide for a position classification to perform line maintenance, construction, and service functions that set forth training and experience requirements to assure appropriate performance for achievement of results desired to meet system objectives and standards.

To provide for a high level of trained line construction and operations personnel that can perform part-time supervision and the development of other line personnel classifications.

To assure continuity of service with experienced attention to the construction, installation, and maintenance of all plant facilities and equipment.

Accountability:

The Journeyman Lineman reports to the Line Superintendent or other designated supervisor.

The Journeyman Lineman is accountable to the Line Superintendent for achieving the agreed upon performance results of the position.

Has limited authority to establish or revise work methods and practices within the established standards, specifications, policies, procedures, and safety rules and regulations of the Cooperative; such limited revision authority to apply only in emergency situations and to be consistent with experience and knowledge qualifications.

Relationships (Internal and External):

Shall maintain the relationship necessary to achieve the purpose of the position and agreed upon results. Shall maintain job related external contacts to assure that satisfactory results are achieved.

Essential Job Functions:

1. Assure that the line personnel assigned for assistance observe safety rules and execute service and work orders.
2. Provide the direction and training of line position classifications in the Rural Electric Apprenticeship Program, or as assigned specifically for development of abilities or skills.
3. Perform the complicated line construction and maintenance work on energized secondaries and on dead primary conductor structures and equipment in accordance with approved specifications.
4. Perform the complicated work on energized primary conductors and equipment instruction and training.
5. Carry out service and work order assignments, interpret staking sheets, and prepare daily time sheets, material tickets, and field and inspection reports.
6. Observe safety rules at all times when assigned to a construction or maintenance work group.
7. Maintain the ability to perform pole top rescue and bucket truck rescue.

8. Serve as member services represent in all outside (external) contacts.
9. Maintain courteous relationship with members while making connects, disconnects, installing services, collection accounts, reading meters, etc. when assigned.
10. Participate in job training and safety meetings.
11. Complete scheduled tool and equipment inspection.
12. Perform "service watch" duty assignments as a condition of employment when scheduled and which is required to maintain continuity of service after regular working hours and on Saturdays, Sundays, and holidays observed by Cooperative.
13. Perform any other tasks or duties assigned in order to meet the Departments and Cooperatives objectives.
14. Possess a valid Indiana commercial Drivers License and operate automotive and power driven equipment.
15. Perform other duties as needed including abiding by and adhering to all policies and guidelines of the NineStar Connect employee handbook. *

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Education and Experience:

A high school diploma or equivalent is required. Must have successfully completed a recognized apprentice program of at least four years (i.e. REAP). Previous experience may be used to satisfy some of the educational requirements. A minimum of four years of progressive experience in electric system line construction, operation, and maintenance as an apprentice lineman is preferred.

Experience and Knowledge

Should meet all knowledge requirements for Apprentice Lineman. Should possess a good workable knowledge of principles and practices in line construction, service, operation, and maintenance requirements in an electric distribution system. Must have an understanding of the operations, maintenance, and repair of switching and sectionalizing equipment. Must have an understanding of the installation of transformers, wiring of transformer banks, regulators, capacitors, and other complicated equipment. Must become familiar with all hazards and shall conduct his work in a safe manner, observing all safety rules. Must have an understanding of RUS specifications, National Electric Code, and National Electric Safety Code.

Abilities and Skills

- Possess the ability to:
 - inspire those supervised through effective leadership skills.
 - promote the understanding and appreciation of the cooperative form of business enterprise and the role that the membership plays in such an organization.
 - develop and stimulate the use of training required for individual growth and development. Build aggressive and agreeable team spirit among the employees assigned to work with.
 - constructively participate with the Line Superintendent in developing work programs and safety programs.
- In addition to those abilities and skills required of an Journeyman Lineman, the Lead Lineman must possess the abilities and skills to perform and supervise the following:
 - Stake Lines
 - Install or remove substation transformers
 - Check three phase rotation and phase out line
 - Install, replace or remove oil circuit breakers and sectionalizers
 - Install, replace or remove capacitors or voltage regulators on energized lines.

- Make repairs and maintain transformers, circuit breakers and sectionalizers, adjust or maintain cutouts
- Move hot lines, including the crossing of other lines
- Seek out cause and repair trouble on low voltage or primary lines and substations
- Know electrical theory of transformers
- Know how to use and read all types of indicating or measuring instruments used on electric distribution lines and related equipment
- Testing for polarity on low voltage
- Testing for phase relation on high voltage
- Installing capacitor – energizing and de-energizing
- Replacing distribution crossarms, Live Line
- Replacing pole, Live Line
- Transformer change out on energized line
- Trouble shooting procedure
- Testing for ground resistance
- Switching practices
- Transformer hook-ups on special application
- Refusing line from pole
- Tightening hardware, Live Line
- Repairing broken or damaged conductor, Live Line
- Moving energized pole line
- Moving energized conductors
- Splicing URD (Secondary and Primary)
- Terminating URD – riser pole, elbows, or Primary – transformers, pad mount or pole type
- Understanding cable markings
- Understanding principles and procedures involved in the laying of URD cable.
- Install anodes
- Grounding of URD cable
- Use of audio finding equipment and cable locators
- Install security lights
- Must know line feed direction ,how to loop feed or back feed and demonstrate knowledge of system feeds
- Uses all tools, devices, vehicles, mechanical aids, material and equipment common to line craft operations
- Receives continuing orientation and instruction in Rural Electric and RUS methods and procedures.
- Knowledge of substation operation – how to refuse highside – operate low side – bypass substation
- Install pole top disconnect
- Dead ending conductor, Live Line
- Installation of OCR's or Sectionalizing equipment, Live Line

The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Quality Service

Sees self as a customer service representative displaying a friendly, courteous attitude to the member, other employees, vendors and suppliers, and staff of affiliated organizations. Views self as a problem solver who can seek and find solutions to a customer's needs. Is familiar with the products and services that the co-op offers. Responds promptly to customers' requests either by handling the request or by forwarding to the employee who can respond; follows up to see that expectations were met. Communicates effectively by listening to what the customer has to say without assuming that

he/she already knows the issue, clarifying items he/she does not know, and avoiding business jargon when discussing a problem or issue.

Professionalism

Demonstrates pride in the company and personal technical abilities by maintaining a respectable personal appearance, well-maintained office and job sites, and accuracy in administrative paperwork and system operations. Promotes a positive image of a stable, reliable co-op by maintaining and enhancing personal work skills and knowledge. Supports, promotes, and follows all safety rules and regulations in order to assure customer safety at both the workplace and worksites while using equipment that works properly and protects all individuals.

Teamwork

Demonstrates an ability to be a team player who is willing to learn, change, compromise, and teach others. Seeks to acquire new job skills and knowledge needed for a changing business environment. Takes on challenges and problems, and will risk doing things differently to meet business challenges. Displays a willingness to help each other to deliver quality service.

Business Knowledge

Enhances understanding of system operations, the products and services offered by the co-op, and the issues impacting reliability and consistency of service and what the co-op is doing about those issues. Stays current with industry trends and issues as well as business decisions impacting the direction of the business. Maintains a basic knowledge of the price of the product and whether it is competitive in the marketplace. Understands how the co-op impacts the community and identifies opportunities for the co-op to provide resources and time for the community. Builds customer confidence by being accessible and known in the community.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with co-workers.				X
Standing/Walking:				X
Climbing/Stoop/Kneeling:				X
Lifting/Pulling/Pushing:				X
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions

- Must be willing to:
 - work under all weather conditions.
 - travel away from home to technical schools.
 - work outside of regular business hours as required.

Non-Exempt Status

This position is a non-exempt and subject to the overtime requirements of the Fair Labor Standards Act as amended.

Position Level

This is a trades and/or craft position covered by the contract between NSC and IBEW.

Union Membership

This is a bargaining unit position.

Residency Requirements

Operations policy states all trades and crafts employees who are subject to “call-in” duty must reside (bonafide residence) within a 15-mile radius of Ninestar’s South Campus.

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Normal working conditions with the absence of disagreeable conditions

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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