

**KODIAK ELECTRIC ASSOCIATION, INC.**

**POSITION GUIDE POSITION GUIDE**

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| <b>POSITION TITLE: Journeyman Lineman</b>              |  |
| <b>DEPARTMENT: Operations</b>                          | <b>REPORTS TO: Line Superintendent</b>           |
| <b>FLSA STATUS: Full-Time Hourly Union Position</b>    | <b>STARTING SALARY:<br/>Hourly Rate: \$61.50</b> |
| <b>APPROVED BY:</b> _____<br><i>President/CEO</i>      | _____<br><i>Date</i>                             |
| <b>APPROVED BY:</b> _____<br><i>Department Manager</i> | _____<br><i>Date</i>                             |
| <b>RECEIVED BY:</b> _____<br><i>Employee</i>           | _____<br><i>Date</i>                             |

**I. OBJECTIVE**

To provide for the maximum utilization of electrical equipment and control apparatus used in supplying power to consumers served by Kodiak Electric Association.

**II. REPORTING RELATIONSHIPS**

- A. Reports to:** Line Superintendent
- B. Supervises:** None

**III. RESPONSIBILITIES AND AUTHORITIES**

- A.** Observes and practices all OSHA requirements, APPA Safety Manual guidelines, KEA safety rules, and other federal, state, and local safety and health standards that require compliance by electric cooperatives.
- B.** Installs and connects both underground and overhead single and multi-phase poles, pole hardware, line equipment, and such auxiliary equipment as transformers, lightning arresters, switches, fuses, and insulators, using hand tools and following diagrams furnished by the Operations and Engineering Department.
- C.** Climbs poles or rides in bucket attached to truck mounted boom to install or remove broken or defective conductors, insulators, cross arms, brackets, and other hardware.

- D. Strings and secures new conductors to cross arm insulators and splices or affixes wire to adjoining sections of line to complete circuit.
- E. Opens switches or clamps grounding device to energized equipment or de-energize line or accessories as directed by supervisors.
- F. Operates and maintains (or sees maintained in good working condition) a wide variety of assigned equipment, with particular emphasis on correcting conditions which might endanger self or others.
- G. Transfers wires from defective poles to new poles.
- H. Suspends insulated ladders and platforms from pole cross arms and covers energized line with fiber guards to facilitate safe handling of high voltage lines without interrupting service by power shutoff, and uses long insulated poles (hot sticks) fitted with mechanically or hydraulically operated grasping and crimping tools.
- I. Reads maps, specifications, staking sheets, and complex diagrams.
- J. Patrols power lines and repairs applicable situations, or reports situations that require engineering attention or other work forces or equipment.
- K. Trims trees as required to maintain power line clearance.
- L. Services street light systems.
- M. Inspects work after completion to ensure that it has been done properly and in accordance with applicable specifications, codes, and above-average customer expectations.
- N. Maintains working knowledge of the most up-to-date and effective techniques of first aid and respiration, including pole-top rescue and manhole rescue.
- O. Trains and provides guidance to Apprentice Linemen.
- P. Acts as Foreman or Leadman on temporary assignments.
- Q. Serves on a variety of committees on company time such as Standards and Safety.
- R. Such other duties as may be assigned by the Line Crew Foreman or Manager of Operations.

- S. The above items are not intended to be all-inclusive of the essential functions or requirements of this type of work as they may be subject to change based on the operating necessity of the Association.

#### **IV. RELATIONSHIPS**

All employees are required to comply with all provisions outlined in the KEA Policy Manual and the KEA/IBEW Labor Agreement.

##### **A. Internal**

1. Takes direction from the Line Crew Foreman.
2. Keeps Foreman or Lead informed on job assignments and actions, and obtains necessary approvals, information, and guidance.
3. Works cooperatively and courteously with fellow employees, supervisors, and the general public to accomplish jobs efficiently and safely.

##### **B. External**

1. Maintains good member relations by providing prompt, courteous, and professional work. Promotes good relationships, participates in community activities, and develops increased understanding and acceptance of the cooperative.
2. Stays informed of trends and developments, and standard products and construction techniques in the industry, and maintains membership in professional organization(s) or registration as applicable.

*Disclaimer Statement:* This position guide has been written to reflect management's assignment of essential functions, and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. *Note: The Position Specification document is a separate document from this Position Guide, but has been attached to this document for ease in reading.*

**KODIAK ELECTRIC ASSOCIATION, INC.**

**POSITION SPECIFICATIONS**

**POSITION TITLE: JOURNEYMAN LINEMAN**

**I. EDUCATION/EXPERIENCE**

- A. Must have or be able to obtain a current Journeyman Power Lineman Certificate of Fitness from the State of Alaska Division of Labor Standards and Safety.
- B. Must have the equivalent of formal post secondary education in electrical theory or four or more years of formal apprenticeship training. Hiring preference will be given to those candidates with a high school diploma and who have completed a JATC apprenticeship. High school diploma or equivalent required.
- C. Must have a valid class A CDL Alaska Drivers License with air brake endorsement, or be able to obtain the license within 90 days. Driving record must be acceptable and insurable by KEA's insurance carrier. An annual consent for a release of driving record is required.
- D. Hiring preference **may** be given to those candidates with experience in the construction and maintenance of RUS-related distribution systems.
- E. Hiring preference **may** be given to applicants who have had the 40-hour hazardous materials training.
- F. Hiring preference **may** be given to applicants with the following certificates: valid first aid card and valid CPR card.

**II. SKILLS, ABILITIES AND KNOWLEDGE**

- A. Must be able to:
  - 1. Perform the duties of this position in a safe and efficient manner.
  - 2. Read blueprints or drawings of the items to be made or repaired.
  - 3. Picture what the finished product will look like.
  - 4. Measure, cut, or otherwise work on materials or objects with great precision and skillfully use a wide variety of hand tools and machines.
  - 5. Accept responsibility for the accuracy of the work as it is turned out.
  - 6. Complete time cards, reports, data tickets, logs, or similar paperwork following prescribed formats as explained by journeyman.
- B. Must have mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, or other math skills normally required in electrical theory or general line work.

- C. Must have developed language skills to be able to read newspapers, periodicals, journals, and manuals, and to courteously, consistently, and accurately communicate with customers and fellow employees and supervisors.

### **III. OPERATING GUIDELINES**

Demonstrates high-level skill in the performance of his/her trade or profession. Understands how the business works and stays current with the changes occurring in both the industry and the personal job. Visibly demonstrates commitment to continual improvement in processes and self-development. Demonstrates an ability to look at the “big picture” for processes rather than an individual task. Understands the costs to do business and views self as a resource in controlling business costs by working efficiently and using cost effective materials and equipment. Understands that value and safety are important aspects of the business. Is a team player working to make the cooperative responsive, proactive, and of value to the community.

### **IV. WORKING CONDITIONS**

#### **A. Physical Effort and Dexterity**

1. Frequent physical activity and heavy work. Requires sitting, standing, walking, climbing stairs and ladders, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, seeing, talking, and understanding. Must have full use of hands.
2. Requires walking and carrying of equipment and materials over uneven ground and obstacles in right-of-ways under a wide variety of conditions.
3. Requires exerting 50 to 100 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move object. Requires lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.
4. Requires ability to hear malfunctioning equipment and radios.
5. Requires ability to see and recognize equipment problems, and meter reading.
6. Requires ability to operate a wide variety of large and small trucks, tensioner, puller, digger derrick and other special equipment.
7. Requires ability to report and/or carry out a prescribed action in relation to information.

8. Requires ability to talk with and/or signal people to convey or exchange information, including giving assignments and/or directions to apprentices or other linemen.
9. Requires ability to utilize precision working. Exercises considerable judgment, and selects, uses, and adjusts body members, tools, or work aids to work, move, guide, or place objects or materials.

B. Environmental Conditions

1. Commonly exposed to hazardous situations, which if handled improperly, have the potential for bodily injury or death. Exposed to oils, paints and solvents.
2. Must be able to work in variable weather conditions, including but not limited to: rain, high winds, temperature in excess of 80 degrees Fahrenheit or below -30 degrees Fahrenheit, large amount of snow (using snow shoes), and long periods of darkness. Subject to bee stings and insect bites.
3. Must be able to work long hours in stressful conditions when restoring power during storms or other outages.
4. Position requires travel throughout the service area. Must be able to fly as a passenger in fixed wing and helicopters; must be able to board and ride in boats.

C. Overtime Requirements

All KEA hourly employees are expected to work widely-varying amounts of unscheduled overtime during power restoration activities or scheduled overtime required to accomplish special projects. Such overtime could range from working a normal 8 hour work day to 24 to 36 hours of continuous work during storm outages. Employees will be compensated at appropriate rates for such time worked, as specified in the collective bargaining agreement with KEA.

Note: Complete achievement of certain of the above specifications may not be required if, in the opinion of the KEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.