



Apprentice Lineworker
Position Description
February 2024

Classification:	Non-Union	FLSA Status:	Non-Exempt
Employment Status:	Full-time	Location:	Mandan, ND
Department:	Operations		Dickinson, ND
Reports To:	Working Foreman	Supervises:	N/A

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

This position constructs and repairs electric distribution and transmission line of the organization in efficient operating order. Install lightning arrestors, circuit breakers, regulators, transformers, and other equipment as necessary.

QUALIFICATIONS AND EXPERIENCE:

High School education or equivalent and Completion of a one-year lineworker training course required. On-the-job training records will be maintained. Apprentice will always work under direct supervision of journeyman until certification requirements are completed. A valid North Dakota Commercial Driver's license (CDL), including air brake endorsement, or ability to obtain within 90 days of hire, is required.

CORE COMPETENCIES:

1. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
2. Review and abide by established policies and procedures of the organizations and associated entities.
3. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the organization safety rules and procedures.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within the organization and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside the organizations and associated entities.
7. Support the organization's mission by staying current with information to cultivate and positively project the organization's philosophy.
8. Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
9. Accept responsibility for the duties of the position. Work diligently toward completing accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

1. Assists in performing routine line work, both underground and overhead construction and maintenance on energized and de-energized lines.
2. Complies with all safety precautions when observing the opening and closing of energized lines. Performs same under direct supervision of journeymen lineworker.
3. Maintains a working knowledge of organization and RUS specifications and the National Electrical Safety Code.

4. Under direction of journeyman lineworker:
 - a. sets poles, installs cross-arms, hardware, transformers, anchors, and guys, climbs poles, and works out of bucket trucks.
 - b. installs lightning arrestors, circuit breakers, regulators, air brake switches, sectionalizers, by-pass switches and other special equipment.
 - c. responds to trouble calls to restore power outages and troubleshoot problems, completing accurate forms as required.
 - d. performs line patrol, inspecting lines, poles, insulators and other equipment for damages or unsafe conditions. Performs distribution and transmission substation maintenance.
5. Responsible for daily inspection, service, and minor maintenance of assigned vehicles and equipment.
6. Ensures that organization tools and equipment are properly maintained, kept orderly, and stored securely.
7. Must be able to adapt to various working conditions such as stressful, weather related, (cold, hot, wet, dry, stormy) and changing situations.
8. Must be able to stay overnight at various locations and be adaptable to irregular work hours as conditions dictate.
9. Shows concern for consumer property and ensures all work areas are left in a clean and safe condition.
10. Performs other tasks and assumes other responsibilities as assigned by supervisor.

PHYSICAL REQUIREMENTS:	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking:				X
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs				X
Lifting: Able to lift a maximum of 50 pounds from the floor			X	
WORKING CONDITIONS:	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office	X			
Indoors, Warehouse/Shop		X		
Outdoors, Moderate/Extreme Weather Conditions				X
Working at Heights greater than 5 feet above the ground.			X	

REMARKS: I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by:

Employee

Date

Approved by:

Chief Operating Officer

Date