

**LINEMAN (52-4433)****LANE-SCOTT ELECTRIC COOPERATIVE – DIGHTON, KS**

1. **POSITION FUNCTION.** To provide service and assure the efficient and reliable operation of the Cooperatives' electrical system. This includes, but is not limited to, substation, sub-transmission, and distribution line construction and maintenance. LSEC Linemen will train in the construction, operation and maintenance of overhead and underground electrical distribution and substation facilities and train those in their supervision.
2. **RESPONSIBILITIES AND AUTHORITIES.** Within the limits approved by board policies, operating guides, procedures, approved work plans, budgets, and specific delegation from the General Manager, assumes the responsibility and has commensurate authority for the following activities with promptness, expertise, and professionalism, recognizing the continuing responsibility of this position for developing and maintaining a favorable cooperative image consistent with the cooperative strategic goals:

General responsibilities applicable from apprentice to journeyman positions:

- a. Studies, learns, and complies with all safety practices, procedures, instructions.
  - b. Restores quickly and efficiently electric service and other services supplied by LSEC.
  - c. Looks for efficiencies and reports problems that hinder the efficient completion of work.
  - d. Participates in monthly safety meetings.
  - e. Follows policies and procedures and seeks input when information is unclear, inadequate, or requires interpretation.
  - f. Completes any necessary paperwork accurately and timely for office operations.
  - g. Necessary to provide own tools and climbing gear to perform the work.
  - h. Operate vehicles as directed obeying all safety requirements.
  - i. Cuts right-of-way, trims trees, sprays and chips brush if needed to restore service.
  - j. Performs routine equipment maintenance.
  - k. Loads and unloads material and equipment and sees that line trucks are kept stocked with sufficient inventory of supplies to make emergency repairs.
  - l. Returns all job locations to a neat, safe condition following completion of work, removing all cartons and discarded materials.
  - m. Operates radio communications equipment, abiding by the Federal Communications Commission's Rules & Regulations.
  - 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. Read meters and collect disconnects as needed.
  - q. Assumes responsibility for on-call work as applicable.
  - r. See attachments for detailed responsibilities at each level of training.
3. **EDUCATION and LICENSING:**
    - a. High School graduate or GED required.
    - b. A valid Kansas Class C Driver's License is required. Additional Driver's endorsements as detailed below.

4. **EXPERIENCE.** Previous experience as a Lineman is preferred and may qualify entering candidates for advanced placement.
5. **ABILITIES AND SKILLS.** The ability to effectively coordinate available resources is essential. Other requirements are:
  1. Must be able to effectively communicate to individuals, small and large groups, both orally and in writing.
  2. Demonstrates the mechanical and physical ability to perform the trade.
  3. Ability to read, write, do arithmetic, and understand sequential processes in written, oral, diagram, or schedule form.
  4. Ability to apply craft techniques, processes, and principles.
  5. Demonstrates initiative and good judgment in decision-making.
6. **WORKING CONDITIONS.** Generally accepted office and outside working conditions in all weather conditions and at all hours. Subject to random drug and alcohol testing consistent with state, DOT, and LSEC polices and regulations. Storm restoration operations are be required. Occasional and overnight travel may be required for training or to assist other utilities. Wears proper work and safety attire, such as, but not limited to hard hat, safety glasses, and leather gloves as needed.
7. **PHYSICAL REQUIREMENTS.** This position is subject to adverse weather elements/hazards, and subject to work-related hazards while performing the job. Works 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, reclosures, cutouts, insulators, etc., and often works in awkward positions requiring lower body strength. Occasionally will stoop or bend to perform maintenance on a service or primary installation. Must be able to individually or with assistance pull or frequently lift materials, tools and equipment weighing up to 50 pounds and may occasionally lift push conductors from pole to pole. 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 often encountering vehicular traffic. Will frequently work with or near energized lines 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. At risk to exposure of blood borne pathogens. May 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.

Requires repetitive motions with hands and fingers such as keyboarding. Must be able to use standard office equipment. Must be able to communicate to individuals, small and large groups. Must be able to analyze data and reports, conduct research, coordinate people and resources, and evaluate performance. Must be able to present information to others and work under stress. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**APPENDIX A.  
STARTING APPRENTICE**

1. Purpose. This position is one of evaluation and active training. To remain in the lineman classification, it is a requirement for the individual entering this training to progress with training and experience to the Apprentice Lineman – First Year level within six (6) months unless waived at the discretion of the General Manager.
2. Line Condition. The Starting 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.
3. Assigned Training and responsibilities (minimum)
  - a. Demonstrate understanding and proficiency of Cooperative safety rules.
  - b. Must be certified and able to perform first aid and CPR to retain position.
  - c. Meet all State and Federal requirements to operate LSEC vehicles and equipment, such as CDL license, or any other qualifications.
  - d. Demonstrate proficiency in pole climbing.
  - e. Identification of material, tools, and equipment.
  - f. Proper handling and use of materials, tools, and equipment.
  - g. Drive and maintain vehicles and equipment.
  - h. Prepare construction sitework.
  - i. Operate radio.
  - j. Perform other first year duties as assigned.
4. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader or Journeyman Lineman in charge. Starting Apprentice must start Apprentice training when requested by LSEC management.
5. Reporting. Reports directly to the supervisor detailed on the LSEC Manning Table
6. Standards for being on Call. The Starting Apprentice will not go on call.
7. Progression. At the end of six (6) months, a decision is made by the General Manager and Operations Manager as to whether the apprentice can be advanced to the next training step, Apprentice Lineman – First 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 of six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination or reclassification as a Groundman may occur.

**APPENDIX B.  
APPRENTICE LINEMAN – FIRST YEAR**

1. Purpose. This position is one of evaluation and active training in line work with a focus upon line construction.
2. Line condition. The Apprentice Lineman – First Year 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.
3. Assigned training and responsibilities. The Apprentice Linemen – First Year must demonstrate proficiency in all Starting Apprentice assigned training and responsibilities and the ability to work effectively and have practical knowledge in the following areas:
  - a. Frame poles.
  - b. RUS specifications and basic construction units.
  - c. Perform other first year duties as assigned.
4. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader or Journeyman Lineman in charge.
5. Reporting. Reports directly to the supervisor detailed on the LSEC Manning Table
6. Standards for being on Call. The Apprentice – First Year may be On-Call with a Journeyman Lineman.
7. Progression. At the end of twelve (12) months, and the satisfactory completion of the first year as an Apprentice Lineman, a decision is made by the General Manager and Operations Manager 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 of six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination or reclassification may occur.

**APPENDIX C.**  
**APPRENTICE LINEMAN – SECOND YEAR**

1. Purpose. 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.
2. Line condition. The Apprentice Lineman – Second Year may work on energized poles under supervision of a Journeyman Lineman with voltages not to exceed 600 volts.
3. Assigned training and responsibilities. The Apprentice Linemen – Second Year must demonstrate proficiency in all previous Apprentice assigned training and responsibilities and the ability to work effectively and have practical knowledge in the following areas:
  - a. National Electric Safety Code, where applicable.
  - b. Procedures for forms, records, and reporting.
  - c. Installation of distribution transformers.
  - d. Installation of security lights, service drops, secondaries, and conductors.
  - e. Single-phase transformer connections.
  - f. Mapping systems.
  - g. Understand operation of aerial devices and diggers.
  - h. Pole-top and bucket truck rescue techniques.
  - i. Continue to meet all State and Federal requirements to operate LSEC vehicles and equipment, such as CDL license, or any other qualifications.
  - j. Perform other second year duties as assigned.
4. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader or Journeyman Lineman in charge.
5. Reporting. Reports directly to the supervisor detailed on the LSEC Manning Table
6. Standards for being on Call. The Apprentice – Second Year may be On-Call with a Journeyman Lineman.
7. Progression. At the end of twelve (12) months, and the satisfactory completion of the second year as an Apprentice Lineman, a decision is made by the General Manager and Operations Manager 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 of six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination or reclassification may occur.

**APPENDIX D.  
APPRENTICE LINEMAN –THIRD YEAR**

1. Purpose. 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.
2. 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. May begin and perform Hot-line work under direct supervision.
3. Assigned training and responsibilities. The Apprentice Linemen – Third Year must demonstrate proficiency in all previous Apprentice assigned training and responsibilities and the ability to work effectively and have practical knowledge in the following areas:
  - a. Staking sheet interpretation.
  - b. Polyphase transformer connections and grounding.
  - c. Sizing transformers, conductors, and fuses.
  - d. System layout, feeds and tagging procedures, as prescribed by the LSEC.
  - e. Installation and repair of transformers, OCRs, and sectionalizers.
  - f. Installation of regulators and capacitors.
  - g. Attend hot-line school.
  - h. Become familiar with hot sticking procedures.
  - i. Load and voltage checks.
  - j. Assist training of lower Apprentices as directed by Journeymen Linemen.
  - k. Performs other third year duties as assigned.
1. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader or Journeyman Lineman in charge.
2. Reporting. Reports directly to the supervisor detailed on the LSEC Manning Table
3. Standards for being on Call. The Apprentice – Third Year will be On-Call with a Journeyman Lineman.
4. Progression. At the end of twelve (12) months, and the satisfactory completion of the third year as an Apprentice Lineman, a decision is made by the General Manager and Operations Manager 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 of six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination or reclassification may occur.

**APPENDIX E.**  
**APPRENTICE LINEMAN – FOURTH YEAR**

1. Purpose. By this time, the Apprentice should have developed the skills to use all 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. The assignments will be progressively more challenging toward achieving the skills and knowledge necessary for a Journeyman Lineman.
2. Line condition. The Apprentice Lineman – Third Year may work alone on an energized pole with no voltage limit if he is supervised by a Journeyman Lineman from the ground.
3. Assigned Training and responsibilities. By the end of the fourth year, the individual must demonstrate proficiency in all previous Apprentice assigned training and responsibilities and have demonstrated the abilities to work effectively and have practical knowledge in the following areas:
  - a. Perform tail-board Safety Meetings.
  - b. Patrol and inspection of transmission, distribution, and underground systems.
  - c. Attend underground school.
  - d. Specifications and procedures for underground construction and maintenance.
  - e. Substation inspection and maintenance.
  - f. Transmission and distribution switching, sectionalizing, and fusing.
  - g. Installation of instrument transformers and recording/indicating meters.
  - h. All types of metering connections (to include CT:PT).
  - i. Trouble-shooting overhead and underground systems.
  - j. Staking line for work order construction.
  - k. Maintenance and operation of regulators and maintenance of OCRs and sectionalizers.
  - l. Maintenance and operation of capacitors.
  - m. Perform other fourth-year duties as assigned.
4. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader or Journeyman Lineman in charge.
5. Reporting. Reports directly to the supervisor detailed on the LSEC Manning Table
6. Standards for being on Call. The Apprentice – Fourth Year will be On-Call with a Journeyman Lineman.
7. Progression. At the end of twelve (12) months, and the satisfactory completion of the fourth year as an Apprentice Lineman, a decision is made by the General Manager and Operations Manager as to whether the apprentice can be advanced to the next training step, Journeyman 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 of six (6) months. At the end of six months, if the apprentice cannot be advanced to the next level, termination or reclassification may occur.

**APPENDIX F.  
JOURNEYMAN LINEMAN**

1. Purpose. 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 and sub-transmission system and associated substations. The Journeyman Lineman provides supervision to and assist Apprentice Lineman and Groundman.
2. Line condition. The Journeyman Lineman is expected to be able to perform all types of line work without supervision.
3. Assigned Training and responsibilities. The Journeyman Lineman must demonstrate proficiency in all previous Apprentice assigned training and responsibilities and have demonstrated the abilities to work effectively and have practical knowledge in the following areas:
  - a. Perform any of the duties of the previously described positions.
  - b. Sets a positive example of safe practices for others, assists the Safety Coordinator, and assures safe work practices are being followed.
  - c. Possesses and uses the skills and knowledge necessary to perform all phases of line work, including the construction, operation, and maintenance of the distribution, substation, and sub-transmission systems.
  - d. Instructs Apprentice Linemen during various phases of their training.
  - e. Follows cooperative procedures and sees that job-related records, reports, and other paperwork are correct, complete, and on time.
  - f. Maintains currency and ability to instruct first aid, automated external defibrillator (AED), artificial respiration (CPR), and pole top resuscitation.
  - g. Remains a competent craftsman by keeping skills and knowledge current. Requests training as needed.
4. Training arrangements. The Operations Manager (or similar position) is responsible for training and will delegate specific activities to the Crew Foreman/Leader.
5. Supervision. Reports directly to the Crew Foreman/Leader. May be delegated the responsibility for supervising the work of others as a Lead Lineman. Provides input to Crew Foreman / Leader on the progress of Apprentice Linemen.
6. Standards for being on Call. The Journeyman Lineman will be On-Call.