

CARTERET-CRAVEN ELECTRIC MEMBERSHIP CORPORATION

POSITION DESCRIPTION

POSITION: Apprentice Line Technician

PURPOSE OF POSITION

To receive on-the-job training and mandatory structured training courses and experience for performing line service maintenance and construction functions.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Education: Require High School Diploma/Equivalent. Require ability to acquire excellent knowledge of the principles and practices in line construction service and operations and maintenance requirements in an electric distribution system, to learn to read and interpret staking sheets, all Rural Utilities Service (RUS) specifications and line construction assemblies, and the National Electric Code (NEC) and National Electric Safety Code (NESC). Require ability to learn the cooperative's electrical and mechanical tagging and other numbering systems; the layout of electrical transmission and distribution lines. Require ability to be knowledgeable of CARTERET-CRAVEN ELECTRIC COOPERATIVE's policies and procedures. Require excellent verbal and interpersonal skills to effectively interact with members; flexibility to work varied hours. Require the ability to obtain AND MAINTAIN CURRENT American Heart Association's Standard First Aid and Adult CPR certification administered by the cooperative.

Driver's License and Employment: Require the ability to have and maintain a valid North Carolina "A" driver's license. Require the ability to obtain a CDL within six months of employment. Require to have and maintain DOT certification and successfully pass the Cooperative's employment entrance examination and drug screen.

WORKING CONDITIONS:

Field work with exposure to adverse elements of weather; exposure to electric shock, electric and magnetic fields; strenuous physical work, including heavy lifting; require flexibility to work overtime on short notice; flexibility to work during emergency situations. Require physical ability in climbing, balancing, stooping, pushing, crouching, crawling, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing, defined heavy work. Visual acuity required as machine operator (b) and as mobile equipment operators (c). Adverse weather conditions include defined (d), (e), (f), and (h).

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor on work related plans and approvals, to receive direction and guidance as needed for performance improvement.

External: Demonstrates an awareness that the job exists to provide quality customer service, and at every opportunity to achieve customer and public understanding for support of the Cooperative.

ESSENTIAL DUTIES

Note: The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Carteret-Craven Electric Cooperative.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

1. Provides assistance in the construction, operation, and maintenance of CARTERET CRAVEN ELECTRIC COOPERATIVE's electrical distribution system and signal circuits.
 - A. Receives training on working de-energized circuits from the pole, as directed.
 - B. Fabricates pole assemblies both on the ground and on de-energized poles.

- C. Safely maneuvers on the pole when performing work assigned by immediate supervisor or designee.
 - D. Provides assistance to Line Technicians as needed, and by inspecting tools and equipment, and learning proper method of using tools.
 - E. Reads meters; volt, amp, kw/kwh.
2. Safely operates and maintains company cars, trucks and other equipment.
 - A. Ensures that assigned trucks, tools and working equipment are properly used and kept in good working condition and that any required repairs are promptly reported to the immediate supervisor.
 - B. Ensures that assigned trucks are kept clean and neat, with materials stocked and kept in proper places.
 3. Performs the following staking and line duties as assigned under close supervision.
 - A. Learns to read and interpret staking sheets; all RUS specifications and line construction assemblies; the NEC and NESC.
 - B. Develops the material list from the staking sheets.
 4. Ensures safety awareness and the maintenance of safety standards for self and fellow crew members.
 - A. Maintains current knowledge of CARTERET-CRAVEN ELECTRIC COOPERATIVE's safety regulations and ensures compliance.
 - B. Maintains current American Red Cross Standard First Aid and Adult CPR certification administered by the Cooperative.
 - C. Maintains compliance with traffic laws, safety rules and regulations.
 - D. Ensures compliance with Federal motor carrier regulations and state DOT/Public Service Commission requirements.
 - E. Ensures that assigned vehicles and equipment are operated and maintained in accordance with safety procedures, operator's manual and state law.
 5. Successfully completes the Line Technician Trainee Manual, Level I.

SUPPLEMENTAL PERFORMANCE STANDARDS:

6. Interpersonal Skills
 - A. Demonstrates effective employee relations skills when interacting with other personnel without regard to race, sex, disability, national origin, color, religion, age, or veteran status.
 - B. Maintains a professional and courteous manner.
 - C. Participation, teamwork, and an open and cohesive work environment are supported.
7. Attendance and Promptness
 - A. Reports to work at designated time and have regular acceptable attendance.
 - B. Adheres to established lengths of rest periods during the day.
 - C. Provides availability for extra duty as required.
 - D. Volunteers for overtime when needed.
8. Work Quality
 - A. Accurately and thoroughly performs job duties.
 - B. Completes work with a minimum or no errors.
 - C. Evaluates and considers results of job responsibilities.
9. Business Appearance
 - Dresses appropriately for the position based on cooperative standards.
10. Job Effectiveness

- A. Demonstrates self-motivation.
- B. Demonstrates effective planning and organizing skills.
- C. Effectively sets priorities and performs in an efficient manner.
- D. Completes primary job functions without duplication of efforts.
- E. Demonstrates self-discipline without supervision.

11. Self Development/Technical Knowledge and Skills

- A. Demonstrates current technical job knowledge and skills for effective performance of position duties.
- B. Progresses in previously communicated performance improvement.
- C. Demonstrates initiative to acquire additional knowledge for effective performance.

12. Safety Awareness

- A. Establishes and maintains acceptable safety standards.
- B. Maintains current knowledge of cooperative's safety regulations and evaluation of personal compliance.
- C. Performs in accordance with established safe working environment.
- D. Actively participates in department safety meetings.

13. Effective Communication

- A. Demonstrates proficient oral and written communication skills.
- B. Demonstrates effective listening skills prior to taking action.
- C. Communicates to supervisor in all matters, which affect their duties.
- D. Effectively learns and accepts the cooperative's practices, concepts, policies, and procedures.