

POSITION RESPONSIBILITY GUIDE

JOB TITLE: JOURNEYMAN

LAST DATE REVISED: November 15, 2021

DEPARTMENT: Operations

REPORTS TO: Foreman

POSITION OBJECTIVES: Uses all equipment and knowledge utilized by linemen to provide efficient construction, operation, and maintenance of electric lines, substations, and metering. Provides the most efficient service to members.

MINIMUM REQUIREMENTS:

Experience: 2 years' experience with an electric distribution utility or contractor as an Apprentice I.

Education: High school diploma or GED. Must communicate effectively in English, verbally and in writing.

Training: All requirements for Apprentice I at WCEC

Special Skills: Climb poles, operate buckets, drive trucks, operation of substation, and reads diagrams.

Physical Health: Must be physically able to perform the job. Must be able to lift 50 lbs. from floor to waist height unassisted, or 150 lbs. assisted.

Miscellaneous: Must maintain a valid Class 'A' Commercial driver's license. Must obtain and retain a forklift operator's certification.

Testing: Must pass any required substance screening and background checks.

JOB STATUS: Non-Exempt

WORK SCHEDULE: Normally 8:00 a.m. – 5:00 p.m., Monday – Friday, or as the job requires. Must be available to perform work assignments during emergencies as determined by management.

OVERTIME REQUIRED: As determined and approved by management

JOB LOCATION: Outside/ in field

RESIDENCY: All employees are required to reside within the service area boundaries of WCEC or no more than 45 minutes' drive time to WCEC's Quitman office. Relocation, if necessary, is at candidate's expense within 90 days.

JOB BACKUP: Other Journeyman

JOB CONDITIONS: Hazardous or extreme weather, bucket work, voltage hazard, heavy equipment, extended periods of time standing, falling objects, aerial work in bucket truck, and climbs poles and ladders. Uses heavy equipment. Frequent entrance and exit from vehicles. Climbs fences. Works in remote undeveloped areas potentially with insects, noxious plants, and wild animals

EQUIPMENT TO OPERATE: Any vehicle and/or equipment necessary to provide WCEC services including bucket truck, pickup, forklift, tractor, chipper, and digger truck

CONTACTS: Members, the public, employees of WCEC, other cooperatives and power companies, contractors, State and local officials, and the Texas Department of Transportation.

SUPERVISES: Work crews when assigned and/or as needed.

DUTIES AND RESPONSIBILITIES:

GENERAL:

1. Must be skilled in first aid and CPR, and able to administer emergency medical assistance.
2. Maintains the confidentiality of all information processed in the normal course of work except when authorized legally to disclose it.
3. Maintains adequate clothing for purposes of health and safety protection
4. Follows all WCEC policies and procedures
5. Keeps accurate daily time and charges to proper accounts.
6. Is responsible for tracking the location of and maintaining assigned tools and equipment in a proper and safe working condition.
7. Conducts oneself at all times in such a manner as would reflect positively upon all of those associated with WCEC.
8. Performs all other activities and assumes the responsibility as may be required or assigned.
9. Adheres to all WCEC policies related to EEOC employee discrimination and harassment, EPA environmental, and OSHA safety compliance. Takes immediate corrective action and reports any incidents or violations to their immediate supervisor, the Director of Human Resources, or other responsible manager(s) as soon as possible.

JOB SPECIFIC:

1. As a member of a crew, is responsible for carrying out in a safe, prompt manner all instructions for the operation, maintenance, and construction of electric power lines on the system.
2. Has a working knowledge of system lines and sectionalizing devices to troubleshoot and maintain WCEC lines efficiently and safely.
3. Has a working knowledge of the Rural Utility Service Specifications and Guidelines on the construction of WCEC distribution overhead and underground power lines.
4. Has a working knowledge of secondary voltage limits, distribution transformers, oil circuit reclosures, voltage regulators, capacitors, and line fuses.
5. Must be able to use and read kilowatt-hour and demand meters, voltmeters, ohmmeters, and ammeters.
6. Has a working knowledge of the general substation configuration and refusing substation transformers.
7. Is responsible for performing all aspects of hot line work in a safe and efficient manner, as assigned.
8. Is proficient in the operating and positioning of aerial bucket trucks and digger trucks.
9. Observes all safety rules and regulations while remaining alert to the safety of fellow workers.
10. Performs all duties in accordance with the applicable safety rules, regulations, and practices. Has a working knowledge of the cooperative safety manual.
11. Keeps Foreman informed of important information and conditions concerning the job.
12. Assures the Apprentices follow instructions in an efficient and safe manner.
13. Sets a positive example of safe practices for others.
14. Instructs Apprentices during various phases of their training.
15. Remains a competent craftsman by keeping skills and knowledge current.
16. Fills the position of Foreman or Serviceman when assigned.
17. Carries an equitable share of labor load assigned to crew.
18. Has a working knowledge of the hazards that exist in the form of falling objects, electric shock, electric flash, and traffic.

19. Is responsible for tracking the location of and maintaining assigned tools and equipment in a proper and safe working condition.
20. Assures that work locations are left in a condition appropriate for public safety and member satisfaction.
21. Drives WCEC vehicles as assigned in accord with state laws and safe driving practices.
22. Is responsible for the proper care, use, handling, protection and accountability of any and all materials issued for specified jobs and for the accuracy of all reports as to the use of such materials.
23. Has a working knowledge of mapping and be able to read and interpret maps.
24. Has a working knowledge of underground systems (construction and maintenance).
25. Has a working knowledge of substation inspection and maintenance.
26. Has a working knowledge of all types of meter connections.
27. Continues to perform the duties of the previous position as necessary and assigned.
28. Has a working knowledge of and is accountable for bucket weight limits.

REVIEW SCHEDULE: 1 year

REQUIREMENT FOR ADVANCEMENT: Must demonstrate the ability to learn and perform the skills and duties of the next position, and to be determined through the appraisal process by management to be the most qualified candidate.