

# **CARTERET-CRAVEN ELECTRIC MEMBERSHIP CORPORATION**

## **POSITION DESCRIPTION**

**POSITION:**

Line Technician/Service Technician

**DEPARTMENT:**

Operations

**EFFECTIVE:** 07/2024

**REPORTS TO:**

Line Crew Leader

**DIRECTS:**

None

**GRADE: 10**

**PURPOSE OF POSITION:**

To perform line service maintenance and construction functions in accordance with Carteret Craven Electric Cooperative's designated procedures.

**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.

**Experience:** Require a minimum of two years' experience as an Apprentice Line Technician V or equivalent with satisfactory performance appraisals. Require the successful completion of the approved Cooperative Apprentice Line Technician V Training Program or equivalent, including classroom and job competency. Require demonstrable knowledge of the principles and practices in line construction service and operations and maintenance requirements in an electric distribution system; ability to read and interpret staking sheets, all RUS specifications and line construction assemblies; the NEC and National Electric Safety Code. Require ability to interpret the Cooperative's electrical and mechanical tagging and other numbering systems, the layout of electrical transmission and distribution lines. Require knowledge 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 maintain current American Heart Association's Standard First Aid and Adult CPR certification and pole top rescue techniques 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. Required 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 irregular hours and 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; with line crew to provide direction in the absence of the Line Crew Leader.

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, training, and instruction to Apprentice Line Technicians, as instructed by Line Crew Leader.
  - a. Reports time sheets, as directed.
  - b. Provides direction to the line crew in the absence of the Line Crew Leader.
2. Safely operates and maintains company 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. Maintains truck inventory sheets.
  - c. Ensures that assigned trucks are kept clean and neat, with materials stocked and kept in proper places.
3. Performs the following line duties as assigned by Line Crew Leader.
  - a. Makes all types of single and polyphase transformer installations, re-phasing and phase rotation on polyphase circuits.
  - b. Installs, moves, and removes transformers, lights, secondaries, service drops, oil circuit reclosers, poles, conductors, capacitors, regulators, or any other line equipment.
  - c. Installs or removes instrument transformers, recording or indicating meters of all types; makes load and voltage tests.
  - d. Patrols transmission and distribution lines; operates and maintains related equipment; distribution and transmission switching, sectionalizing, and fusing.
  - e. Performs “hot line” work on all lines and voltages of the Cooperative, following established procedures and safe practices.
  - f. Properly operates radio equipment.

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- g. Submits time, mileage, gas tickets, material charge-outs and credit-ins, other required forms.
- 4. Performs the following staking and line layout duties, as assigned.
  - a. Reads and interprets/changes staking sheets, all RUS specifications line construction assemblies, the NEC and National Electric Safety code.
  - b. Interprets the Cooperative's electrical and mechanical tagging and other numbering systems, the layout of electrical transmission and distribution lines.
  - c. Checks materials in and out of the warehouse in accordance with designated procedure.
- 5. Ensures safety awareness and the maintenance of safety standards for self and fellow crew members.
  - a. Maintains current knowledge of Carteret-Craven Electric Membership Corporation'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, operators' manual, and state law.
- 6. Operates bucket truck, as directed.