Beltrami Electric Cooperative Inc.

Your Touchstone Energy® Cooperative

POSITION DESCRIPTION

Job Title:	Apprentice Lineworker
NRECA Job Code:	55-6457
Reports To:	Line Superintendent
Classification:	Non-exempt, Union, hourly, overtime eligible
Updated:	2026

OBJECTIVE

- To provide safe, efficient service in the construction, maintenance and operation of distribution lines and facilities and to do such work on lines that are either energized or de-energized.
- To promote safe working conditions through adherence to all established safety rules and practices.
- To be familiar with all traffic laws, first aid, safety rules and regulations.
- To gain an increasing knowledge and understanding of the cooperative's objectives and viewpoints, to assist in gaining the acceptance of the cooperative as a member of the business community.

RELATIONSHIPS

- Reports to: Line Superintendent
  - Obtain necessary approvals, information and guidance
  - Reports on all accidents
- Reports to: Line Superintendent
  - Receives direction from. Confers and collaborates with on matters concerning operations.
- Line Personnel
  - Work together to encourage team effort in order to increase crew effectiveness
- Members
  - To provide the best possible service to advise and assist on problems of voltage, construction, operations and maintenance, to take advantage of every opportunity to obtain increasing understanding and acceptance of the cooperative's objectives, plans and programs.

RESPONSIBILITIES AND AUTHORITIES

- Constructs and maintains distribution lines and facilities as directed in accordance with established and approved standards and engineering specifications.
- Operates transportation and work equipment in accordance with operating procedures including commercial motor vehicles and observes all traffic laws, safety rules and regulations.

- May perform hot line jobs such as changing transformers, insulators, and reclosers on distribution lines.
- Collects delinquent bills as assigned.
- Sees that all safety rules and regulations are followed and reports all accidents to the Line Superintendent or Foreman.
- Sees that transformer, meter and recloser reports are properly completed.
- Attends and participates in safety meetings, educational and training opportunities.
- Informs Mechanic of any repairs necessary to vehicles and work equipment.
- Installs, removes and connects transformers and related equipment.
- Ensures material charged out or returned from new construction and retirement is properly accounted for.
- Reviews construction methods and procedures and recommends improvements.
- Trims trees and does other cleaning of right-of-way as assigned.
- When eligible, participate on the outage rotation schedule.
- Performs any other duties as assigned by the Line Superintendent or Foreman.
- Must exercise initiative, judgment and knowledge of cooperative practices, policies, and organization.
- When necessary, assists in the operation and maintenance of the brushing machinery and follows the proper safety procedures.
- Required to work overtime during outages and to accommodate workload and, as needed, on a daily basis.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
- Certificate from college or technical school required.

LANGUAGE SKILLS
- Ability to read and interpret documents such as system mapping and staking sheets, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of members or employees of the organization.

MATHEMATICAL SKILLS
- Ability to calculate and apply concepts of basic algebra and geometry to practical situations

REASONING ABILITY

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid Minnesota Class A driver's license is needed.
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- Must be certified in first aid and CPR
- Recommend training in pole top rescue.

OTHER SKILLS AND ABILITIES

- Proficiency in the use of tablets/computers and all common office machines desired.

FUNCTIONAL JOB DESCRIPTION:

EQUIPMENT/CLOTHING USED TO PERFORM JOB:

1. Line boots
2. Hard hat
3. Rubber gloves
4. Fire retardant shirt
5. Reflective vests
6. Safety glasses
7. Ear protection
8. Bulldozer
9. Backhoe
10. Bobcat
11. Bucket truck
12. Flatbed truck
13. Pick-up
14. Trencher
15. Forklift
16. Cutters
17. Shotgun stick
18. Various hand tools and other line tools

SIGNIFICANT WORKSITE MEASUREMENTS:

- Hours Worked: This is variable depending on the season and jobs. May have to work between 8 and 12 hours per day. This increases with seasonal and storm work.
- Breaks: Every 4 hours, 30-minute unpaid lunch break.
- Work Environment: Variable, typically working outdoors.
- Body Mechanics or Position for Work: Working in awkward positions at times to complete job duties.
- Task Rotation: This depends on the job tasks.

1. Bucket truck: Storage boxes range from 28 inches to 48 inches, 48 inches from the ground to the deck. Steps range from 14 inches to 28 inches. Racks for holding pipes are up to 90 inches.
2. Flatbed truck: Steps range from 14 inches to 28 inches. Height of bed is 52 inches from the ground.

3. Ground rod pounder: 20 pounds.
4. Flag stand: 18 pounds.
5. Force to complete cutting of wire is 110 pounds with a 64 inch span needed.
6. Anode: 40 pounds.
7. Breaker: 80 pounds.
8. 8-foot cross arms: 40 pounds.
9. 10 foot perform cross arms: 100 pounds.
10. Transformer pad: 35 pounds.
11. Three phase pedestals: 160 pounds.
12. One phase pedestal: 80 pounds.
13. Underground transformer: 525 pounds, force to lift lid is 42 pounds.
14. Pulling back neutral wires: 45 pounds of force.
15. Lifting ramps from the ground requires 67 to 90 pounds of pull force.
16. Force of pulling cable: Primary 150 pounds, secondary 90 pounds.
17. Force to hold primary cable while truck is pulling it off is 190 pounds.
18. Force to run 8-foot shotgun stick to remove elbow is 212 pounds.
19. Parts containers: Average weight is 50 pounds.

CRITICAL DEMANDS OF JOB:

The following information describes the physical activities that are performed during a normal workday by the associates performing the job classification. The percentages of the normal workday that the physical activity is conducted will be identified as follows:

- Rarely 1-5% of the time, in a 12-hour workday.
- Occasionally 6-33% of the time, in a 12-hour workday.
- Frequently 34-66% of the time, in a 12-hour workday.
- Continuously 67-100% of the time, in a 12-hour workday

1. Floor to waist lift: Frequently up to 50 pounds for loading trucks, lifting up to 48 inches to load Anodes and parts boxes. Occasionally lifting 80-pound breakers up to 48 inches to load on trucks. Lifting 1 phase pedestals which weigh 80 pounds, 3 phase 160 pounds and a two-person lift.
2. Waist to overhead lift: Frequently lifting tools and small items overhead. Required to lift 20 pounds overhead to lift ground rod pounder.
3. Horizontal lift: Frequently lifting up to 100 pounds to move 10-foot cross arms.
4. Pushing/Pulling: Frequently needed to push/pull wire. It requires up to 190 pounds of force for pulling wire. Frequently using 8-foot shotgun stick which at times needs up to 212 pounds of force.
5. Carry: Frequently carrying between 50 and 80 pounds for carrying anodes, tools, parts, and parts bins up to 50 feet.
6. Hand grip: Frequently for operating various hand tools. Also grip strength of 110 pounds needed to produce the force required to cut wire.
7. Elevated work: Frequently when working in bucket truck, working overhead on wires.
8. Forward bending in standing: Frequently completed while doing various work on wires.
9. Rotation in sitting: Frequently when operating equipment.
10. Rotation in standing: Frequently when completing various wiring activities.
11. Crawling/kneeling: Frequently depending on job site conditions.
12. Crouching/deep static: Frequently to work on wires on the ground or pick things up.
13. Repetitive squatting: Frequently to retrieve items from the ground.
14. Sitting tolerance: Occasionally when riding in a vehicle.
15. Standing tolerance: Constantly when working on the job site.
16. Walking: Constantly when working on the job site.
17. Climbing: Climbing is required frequently for getting in and out of the truck. Rarely for climbing poles.
18. Balance: Needed continuously for safety when working on uneven ground and up in the bucket.
19. Upper extremity coordination: Frequently when completing wiring.
20. Vision: Constantly for identifying wires, and for safety.

21. Hearing: Constantly needed for safety.
22. Shoveling is completed frequently, depending on jobs and conditions.

All people offered employment for the Apprentice Lineman position will go through a Pre-work Screen Test. Each person must successfully pass the screen to be hired. Persons hired for the job are expected to potentially do all tasks described in the job description.

The duties identified above cover the major responsibilities of this position. These are not intended to cover each and every aspect of the position. At times, the scope and responsibilities of any given position may change or be temporarily altered, and the employee may be required to perform additional or different tasks. The basic requirement of every position with Beltrami Electric Cooperative is to perform all tasks as assigned by the Supervisor.

NOTE: All job specifications and applicant qualifications will be reviewed to assure compliance with the Americans with Disabilities Act.

_____ Date:_____
Employee

_____ Date:_____
Supervisor/Manager