

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION
Line Foreman

I. JOB SUMMARY

CVEA's Line Foreman directs the construction and maintenance of rural electric distribution and transmission lines, performs maintenance to substation facilities as required, and supports the goals and objectives of the cooperative to provide reliable service to its members at the least possible cost. The Line Foreman will perform duties in a safe, efficient, and diligent manner and will influence the line crew to apply best efforts to protect the property of CVEA.

II. POSITION INFORMATION

Position Type: Full-Time/Represented

FLSA Classification: Nonexempt

Location Base: Glennallen and Valdez
One in each district

Reporting Relationships:
Reports to: Operations Manager

Supervises: Journeyman Linemen
Apprentice Linemen

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Line Foreman performs all essential functions and responsibilities in a safe and efficient manner using industry best practices. In addition to the specific functions described below, the essential functions of this position also require attendance at all assignments and job sites and the ability to understand and adhere to all safety standards. If requested, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The Line Foreman must recognize the responsibility of the cooperative to its members to provide continuity of service, which may require working overtime.

A. Assists the Operations Manager as follows:

1. Identifies any potential maintenance issues that may exist relating to the distribution and transmission system and substations.
2. Maintains accurate and up-to-date records of all line materials used in construction and maintenance.

3. Ensures compliance with vehicle and equipment safety and maintenance regulations and assists with the fleet maintenance program.
4. Performs the annual inventory of all line materials in the respective district.
5. Works closely with the Operations Manager and Operations Coordinator to maintain an adequate inventory of line materials to complete all construction and maintenance work.
6. Assists with, and occasionally directs, safety meetings for the line crew and other Operations Department staff. Provides hands-on training on all applicable topics.

B. Personally performs the following activities:

1. Directs line crew in a manner that will make the most effective use of time and equipment in the construction and maintenance of underground and overhead distribution and transmission lines. The Foreman ensures that all work is performed safely and efficiently and in compliance with RUS specification and the National Electrical Safety Codes.
2. Is responsible for the safety of the crew and sees that safe work practices and safety rules are followed, including inspection of all safety and protective equipment, tools, etc.
 - a. Sees that records of safety inspections of tools and equipment are maintained. A copy to be submitted to the Operations Manager on a weekly basis.
 - b. Visual inspection of all insulated aerial devices on a daily basis.
3. Evaluates personnel under supervision and sees that they are properly trained for their respective duties. The Foreman will make recommendations to the Operations Manager for those individuals identified as needing further training.
4. Responsible for providing training and mentoring of Linemen Apprentice. Completes written evaluations of apprentice's progress and submits reports to the Operations Manager and the AJEATT.
5. Maintains, or ensures maintenance, of the vehicles and equipment under one's control. This includes the provision that a basic level of safety supplies, safety equipment, tools, and material are maintained at all times, including fire extinguishers and first aid kits.
6. Ensures that all reports and documentation are submitted in a timely, accurate, and efficient manner. This includes electronic timesheets, trouble/outage reports, incident reports, service orders, work orders, etc.
7. Ensures that all transmission and distribution line inspections, as well as substation inspections, are completed as directed and reports are submitted to the Operations Manager. Responsible for correcting any deficiencies found in a timely manner.
8. Helps to develop and interpret line maps, staking sheets, RUS construction specifications, and adheres to the applicable codes and specifications.
9. Directly responsible for implication and enforcement of company policies and procedures.

10. Maintains PCB containment and transformer storage areas. Ensures that all areas are maintained in a clean and orderly manner.
11. Ensures all State of Alaska and Federal OSHA record retention requirements are maintained as they pertain to the line department. These shall include all OSHA posters, copies of rubber glove testing, SDS sheets for all material used, and any other records that may be required.
12. Responsible for accruing and updating all SDS sheets when any new material is purchased or used by the line crew. A copy of all SDS sheets will be routed to the Regulatory & Compliance Specialist to be uploaded to the online SDA database.
13. Other duties as assigned within the parameters of the Collective Bargaining Agreement.

IV. MINIMUM QUALIFICATIONS

Must reside in the district in which the Foreman's position is held. Area domicile requirements are outlined in the Collective Bargaining Agreement.

Must recognize the responsibility of the cooperative to its members to provide continuity of service, which will require working both scheduled and unscheduled overtime.

A. Education/Experience

High school diploma or equivalent. Must have completed an approved apprentice lineman program, and have at least five (5) years' experience as a journeyman lineman.

B. Certification/Licenses

1. A valid Alaska Driver's License is required.
2. Must possess, or qualify for and obtain, a class "A" commercial driver's license, as prescribed by federal regulation.
3. Must possess a current Alaska Certificate of Fitness for power lineman.
4. Must be able to perform CPR and pole top rescue.

Complete achievement of certain requirements herein may not be required if, in the opinion of the CVEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

C. Knowledge/Skills/Abilities

The Line Foreman must carry out the following:

1. Evaluate and interpret wiring, schematic and control diagrams
2. Understand and successfully follow verbal and written instructions
3. Assess and address multiple complex technical problems simultaneously
4. Exercise independent judgment to make timely decisions
5. Perform well under stress and/or in emergencies
6. Work independently to accomplish assigned goals with little or no supervision
7. Interact appropriately and communicate effectively with a variety of individuals, including coworkers, vendors, consultants, and other utility employees, often in adverse circumstances
8. Operates vehicles daily. Must have the ability to react to adverse driving conditions in both summer and winter, and be competent in operating the following: digger/derrick, snowmachine/ATV, heavy equipment, ROW clearing equipment, track vehicle, etc.

D. Physical Activities and Demands:

This position is considered a medium work position. In order to complete the essential functions, the Line Foreman will be required to perform the following:

Constantly (C) Frequently (F) Occasionally (O) Seldom (S)

1. Ascend and descend poles, ladders, stairs, scaffolding and ramps (F)
2. Position self to accomplish tasks in various environments which may include tight and confined spaces (F)
3. Remain in a stationary position for prolonged periods to install equipment, to make repairs, or when working at a desk (F)
4. Move around within a workspace to accomplish tasks (F)
5. Adjust or move objects such as tools, equipment, and/or parts to stack, load, transport, etc. up to 50 pounds in all directions (O)
6. Use or operate the following tools and equipment on a (F) and sometimes repetitive basis:
 - a. Transformers
 - b. Lightning arresters
 - c. Switches and fuses
 - d. Insulators
 - e. Crossarms
 - f. Climbing hooks and ropes
 - g. Safety belt
 - h. Heavy rubber gloves
 - i. Ladders
 - j. Voltmeter
 - k. Troubleshooting device

- l. Landline telephones
 - m. Two-way radios
 - n. Computer terminals and keyboards
 - o. Mobile smart devices
 - p. Hot sticks
 - q. Power and hand tools, and other tools and equipment as may be required
7. Drive a CVEA vehicle to and from assigned job sites, including to and from remote locations.

E. Work Environment

A majority of the work is outside, performing construction, repairs, maintenance, and inspection of the cooperative's equipment. Work is in an environment subject to: extreme cold, heat, extreme noise, vibration, and electro-magnetic fields. Hazards such as mechanical parts, electrical current, high voltage, working in high places, ditches, open water and exposure to chemicals, fumes, odors, dusts, or poor ventilation may be present.

F. Travel Requirements

Work assignments frequently require the employee to drive a vehicle between CVEA's Glennallen and Valdez districts and to remote location in CVEA's service territory, on both a scheduled and emergency basis. Overnight stays may be required on an occasional basis.

V. OTHER JOB DUTIES

CVEA reserves the right to revise or change the position authorities and responsibilities as the need arises with or without advance notice. This position description does not constitute a written or implied contract of employment.

VI. SIGNATURE

Approved: Jaime L. Matthews
Chief Executive Officer

Date: November 2, 2023