

**SHELBY ENERGY COOPERATIVE
POSITION DESCRIPTION**

JOB TITLE:	Line/Service Technician	LOCATION:	Operations
FLSA STATUS:	Non-Exempt	EEO CODE:	06
REPORTS TO:	Internal Resource Manager	NRECA JOB CODE:	55-6433

GENERAL SUMMARY:

Under direct supervision of the Internal Resource Manager performs daily construction and maintenance operations on power lines in accordance with Shelby Energy's operating policies and procedures. Routinely works as a member of a crew. Ensures the safe and efficient use of equipment and tools while working on energized lines and structures with greatest attention to and the highest regards for Shelby Energy's safety policies, RUS and OSHA guidelines.

ESSENTIAL DUTIES AND TASKS:

1. Possess and practice sound knowledge of safety practices while working with live conductors of all voltages.
2. Work skillfully on the construction and maintenance of electric distribution lines, underground installations, and on the consumers' premises and be able to carry out these responsibilities without close supervision.
3. May work alone as needed to perform non-climbing duties.
4. Operate equipment in substations including switching of transmission and distribution feeds.
5. Keep up-to-date on changes in construction, operations and maintenance techniques, OSHA standards and safety procedures.
6. Use all Shelby Energy equipment, vehicles and supplies in a safe manner, kept neat and clean, and adhere to all safe driving rules and regulations.
7. Complete work orders and service orders in a timely manner.
8. Work regularly with members, contractors and other Shelby Energy personnel about concerns they might have.
9. Disconnect, reconnect and transfer electric services as needed and directed.
10. Responsible for collections of delinquent accounts, disconnecting and reconnecting services for non-payment of electric bills.
11. Respond to trouble outage calls and repair same.

12. Cut right-of-way when necessary to restore service, improve service reliability and aid with new construction.
13. Assist in annual physical inventory of materials, tools and work equipment.
14. Talk with members about any concerns regarding electric service and assist as applicable.
15. Install, connect, disconnect and repair yard lights and meters.
16. Properly stocks vehicle(s) each day.
17. Responsible for vehicle(s) and equipment remaining clear of trash and other debris.
18. Perform patrolling, system inspections, and substation inspections.
19. Perform ditch/underground inspections.
20. May work alone as needed to perform other non-climbing duties.
21. Locate and mark underground cables.
22. Attend and participate in the annual meeting as directed.
23. Perform other duties as assigned.

WORKING CONDITIONS:

This work is performed outdoors in all weather conditions, around and near moving mechanical parts, must be skilled in pole climbing, and be exposed to the risk of electrical shock. There are regularly assigned hours, however, extra hours are necessary and reporting to duty is required whenever needed during non-scheduled work periods.

In order to maintain a safe working environment, each Shelby Energy employee shall:

Adhere to Shelby Energy's Safety Manual and abide by the rules adopted by Shelby Energy and applicable governmental regulations;

Attend and participate in Shelby Energy Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

EFFORT:

Must be able to see, hear and speak. Work requires standing, walking, sitting, lifting heavy material items of 100 pounds or more; must be able to push and pull objects weighing up to 150 pounds; digging and shoveling, must be able to move body in various positions, including maintaining balance, stooping, kneeling, crouching and reaching. Must be able to operate light and heavy duty Shelby Energy vehicles. Must hear well enough to engage in conversations, hear various alarms and other sounds. Must be able to read, write, measure and perform mathematical calculations.

MACHINES, TOOLS, EQUIPMENT:

Computer, telephone, digger truck, bucket truck, forklift, backhoe and various line tools and equipment.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency required. Must have a minimum of five years of responsible duties in the construction and maintenance of a distribution utility. Able to work independently under general supervision and within a team network

A combination of education, training and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests is required. A commercial driver's license is required.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required alcohol/drug test and new hire physical examination. Must be able to maintain complete confidentiality of any information encountered.

SPECIALIZED SKILLS AND KNOWLEDGE:

Possess a working knowledge of all types of metering, substation operations, sectionalizing equipment, regulators and other major apparatus as well as the installation of transformer and transformer banks. Be knowledgeable of the National Electric Safety Code (NESC), OSHA, Department of Transportation (DOT) regulations and other related company policies.

- **The Company reserves the right to revise and alter this job description as needed.**