

# ***VALLEY ELECTRIC ASSOCIATION, INC.***

## **JOB DESCRIPTION**

### **I. IDENTIFICATION**

- A. Title: **Area Foreman**
- B. Department: Operations
- C. Reports To: Line Crew Superintendent
- D. Must live within 30 minutes of your reporting location

### **II. OBJECTIVES**

The Area Foreman works in his/her regular capacity of a Journeyman Lineman, with additional duties, which includes; scheduling and supervising the construction, conversion, relocation and maintenance of the electrical transmission and distribution lines throughout the area served by the cooperative.

### **III. KEY RESPONSIBILITIES**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position:

- a. Organize, layout, and relay work assignments to others; interpret, implement and monitor work plans and procedures; review work of others for compliance to specifications; resolve non-routine questions and situations that may arise; assume overall responsibility for safekeeping of tools and materials; ensure that the crew conducts all work according to specifications and to accepted safety rules, regulations and practices.
- b. Constructs, maintains, operates and repairs electrical overhead and underground distribution systems performing duties such as stringing wires, setting poles and anchors, hanging transformers, lighting arrestors, cutouts, cross arms, insulators, switches, switchgear and associated system components. Locates trouble in primary and secondary systems requiring skill and care to protect the lives of themselves and others.
- c. Reviews the locations of lines, voltages, sources of power, direction of feeds, locations of fuses, breakers and regulators in order to have current knowledge of the transmission and distribution system in the service area to which assigned.
- d. Maintains and properly uses all vehicles, equipment and tools which are assigned.
- e. Perform the day-to-day activities in the area warehouse. Such activities include: receiving, inventory control, dispensing tools and materials, salvaging and recovering high value items (such as copper, aluminum and tools for repair Makes periodic checks of material and supplies to maintain an average inventory and keep warehouse bins stocked with regularly used material. Maintains pole and transformer yard and keeps yard and area warehouse clean and free of debris.

- f. Reads, understands and follows all applicable safety rules, and conducts all work within those accepted safety standards.
- g. Submits reports of accountability to the supervisor regarding jobs performed and all materials issued.
- h. Performs after-hour power restoration, maintenance, collections and repair work in addition to regular job duties as may be required.

General Duties and Responsibilities:

- a. As directed, evaluate existing VEA programs and methods to determine program value; recommend changes.
- b. As necessary, respond to emergency call out, and perform work within scope of abilities, such as operation of the radio and telephone.
- c. Perform all other duties as necessary and assigned to maintain the effective functioning of the department and the company.
- d. Perform switching on 25kV to 230kV systems.
- e. Handle assignments and conduct self in such a manner as will reflect credit to the organization and contribute to an increasingly better understanding by, and through harmonious relations with the members and general public.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the supervisor.

#### **IV. AUTHORITIES AND ACCOUNTABILITY**

- a. The Area Foreman shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The Area Foreman is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Area Foreman is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interest can be affected by his (her) actions.
- d. The Area Foreman should feel free to make suggestions for the improvement of operations and efficiency.
- e. The Area foreman shall secure the approval of the Line Crew Superintendent or Manager of Operations in making decisions when policies are not clear or require interpretation.

## V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

### Inside the organization:

- a. The position reports directly to the Line Crew Superintendent or the Manager of Operations
- b. Fellow Employees.

### Outside the organization:

- a. Member/Consumers – Providing prompt, courteous service and information
- b. Vendors and solicitors contacting a Cooperative representative.

## VI. SPECIFICATIONS

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:** High school diploma, and qualified by successful completion of a recognized apprenticeship program and by written exam as a journey lineman required.

**Experience:** Minimum of 3 years' experience as a Journeyman Lineman.

**Knowledge:** Must have a thorough knowledge of equipment, tools, materials, and services used by electric utilities. Must have knowledge of State and Federal laws related to construction. Must have thorough knowledge of the Description of Units, specifications and drawings for line construction of transmission and distribution voltages; and a thorough knowledge of operating and construction procedures and practices of electric transmission and distribution organizations. Ability to deal with co-workers and customers in a courteous and professional manner.

**Language Skills:** Ability to read and interpret technical information and documents. Ability to write routine reports and correspondence.

**Mathematical Skills:** Must have solid knowledge of business math, such as percentages and fractions, with the ability to analyze construction plans using units of weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to use independent judgment in problem solving of purchasing issues.

**Other Skills and Abilities:** Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several tangible variables in standardized situations. Must be flexible, organized, decisive, and able to take the initiative in common-sense understanding to carry out problem-solving in standardized situations. Must have the ability to possess a Medic First Aid Card (CPR inclusive). Must obtain and maintain a current commercial driver's license

(CDL) per Nevada State Department of Transportation Regulations. Must have Certification for Fork Lift Operator. Must obtain and maintain an OSHA 30 Construction certification. Must be able to obtain and maintain federal security that satisfies the access requirements of VEA's federally contracted installations.

**Working Conditions/Work Environment:** While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee must have the ability to work in high, precarious places and in outside weather conditions. The noise level in the work environment is usually moderate. Must have the physical ability to continuously perform strenuous tasks such as climbing, lifting, carrying heavy loads, and holding weight over long periods of time. Must be able to perform switching on voltages from 25kV to 230kV. Must be willing and able to accept duty calls at any time of day or night and in various outside weather conditions. Regular travel within the service area required. Time will be primarily outside with some office time required.

**Physical and Mental Requirements:** While performing the duties of this job, the employee must have the ability and is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Employee must have the ability to lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to understand, remember and execute complex instructions and analyze plans. Ability to maintain attention and concentration. Ability to maintain a high level of alertness. Ability to exercise flexibility to decision making. Ability to exercise good judgment in tense situations. Ability to interact effectively and appropriately with the public, supervisors, and co-workers. Ability to maintain socially appropriate behavior in dealing with co-workers, members, supervisors, etc.

Accepted by

Date:

\_\_\_\_\_

\_\_\_\_\_

Employee

Date:

\_\_\_\_\_

\_\_\_\_\_

Supervisor