

**NEW HAMPSHIRE ELECTRIC COOPERATIVE, INC.**  
**LINEWORKER - FIRST CLASS - RUBBER GLOVE**

**I. OBJECTIVES:**

- A. To serve the interests of the members and the Cooperative by installing and maintaining electrical distribution and transmission facilities.

**II. REPORTING RELATIONSHIPS:**

- A. Reports to: Working Foreman, Operation Supervisor, District Representative
- B. Supervises: As Senior Lineworker
- C. Guidance: Apprentice Lineworker, Ground Person and Equipment Operator

**III. RESPONSIBILITIES AND AUTHORITIES:**

- A. Performs Personally the Following Activities Within Approved Policies and Procedures, Common to Support Position:
  - 1. Operates and maintains assigned equipment in a safe and proper manner.
  - 2. Recommends to supervisor where improvements can be made in operations, practices, procedures and methods.
  - 3. Keeps informed about the Cooperative and the Operations policies, plans and progress.
  - 4. Attends training and employee meetings as required.
  - 5. Assists in on the job training and safety training.
  - 6. Prepares required and routine reports.
  - 7. Construct lines via staking sheets.
  - 8. Plans daily work load assignments to meet scheduled hours and recommends changes as necessary.
  - 9. Performs all work in a safe and professional manner in accordance with the Cooperative's Rules and Procedures.
  - 10. Maintains a valid Class A New Hampshire Commercial Driving License.
  - 11. As senior person assumes responsibility for work accomplished as specified in the NHEC Safety Manual when in the absence of supervisor.
  - 12. Accurately completes service order forms, staking sheets, material tickets, inventory forms, outage reports and miscellaneous paperwork as required.
- B. Performs Personally the Following Activities Unique to this Position:
  - 1. Digs holes, sets poles, installs anchors, and removes same.

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2. Rigs poles on both energized and de-energized circuits.
3. Pulls in, sags, ties in conductors near or against energized circuits.
4. Transfers conductors and other equipment from old to new poles.
5. Locates, repairs, installs, maintains overhead/underground conductors and other associated equipment/material on energized and de-energized circuits.
6. Installs, removes and repairs street lights.
7. Performs hot stick and rubber gloving work.
8. Performs voltage and current measurements.
9. Operates, constructs, inspects and maintains substation equipment.
10. Performs substation, line switching and tagging.
11. Builds structures.
12. Trims trees and brush.
13. Operates hand, motorized and power driven equipment including bucket truck and digger derrick in a safe and proper manner.
14. Reads meters and performs reconnects and disconnects.
15. Performs the duties of lower-rated jobs in the job progression.
16. Must be able to climb utility poles and structures.
17. Performs the duties of supervisor on as needed temporary basis.
18. Participates in the scheduled on-call rotation and required overtime.
19. Must be certified in CPR and pole-top rescue.
20. Other duties as assigned.

**IV. RELATIONSHIPS:**

A. Internal

1. With the Construction and Maintenance Manager - to accept direction and supervision from in conjunction with Operation Supervisor/District Representative.
2. With the Operation Supervisor/District Representative - to consult with, to accept supervision and direction from, to assist and advise, to recommend to, obtain necessary approvals from and participate with in the operations of the districts in a safe and efficient manner.

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3. With the Safety/Environmental Administrator - to receive guidance from regarding safety, health and compliance issues. To assist with district level safety meetings as needed.

B. External

1. With Members - to advise and direct members to sources of assistance. To communicate with in a manner that promotes understanding and acceptance among the Cooperative's members.
2. With the Public - to respond to casual and occasional contacts, to project a favorable image of the Cooperative.

Supervisor met with the employee, reviewed the job description with and provided the employee with a copy on \_\_\_\_\_.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date