

**JO-CARROLL ENERGY**  
Summary Position Description

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**POSITION TITLE:** Temporary Field/Linecrew Assistant (Elizabeth Office)  
**DEPARTMENT:** Engineering & Operations  
**REPORTS TO:** Line Superintendent  
**DIRECTLY SUPERVISES:** None  
**FLSA CLASS:** Non-Exempt – 1,000 hours or less Temporary Position

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**Position Summary**

This is a temporary 1,000 hours or less position with Jo-Carroll Energy, Inc. This position assists the linecrews with their daily job duties while always maintaining a safe working environment.

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**Essential Responsibilities and Duties**

- 1. Assist with linecrews who construct, maintain, repair and retire electrical distribution and sub-transmission lines and associated equipment.**
  - 1.1. Assists crews who work on both energized and de-energized lines and equipment.
  - 1.2. Assists crews who perform construction, maintenance and operations in transmission and distribution substations.
  - 1.3. Assists crews who construct and energize new lines and equipment.
  - 1.4. Assists crews who locates sources of service interruption and make necessary repairs to restore service.
  - 1.5. .
  - 1.6. Trims and removes trees and shrubs.
  - 1.7. Assists with locates of underground facilities.
  - 1.8. Work with crews that repair and maintain area and street lighting.
  
- 2. Responsible for personal, public and co-worker safety and training.**
  - 2.1. Understands and complies with all safety rules especially those in Jo-Carroll's Employee Safety Manual.
  - 2.2. Attends regularly scheduled safety meetings.
  - 2.3. Responsible for the safety of self at all times and of all crew members Ensures that all work is done to RUS specifications or cooperative procedures, policies, and rules.
  - 2.4. Follows all local, state and federal rules including but not limited to the NESC, DOT and OSHA.
  - 2.5. Keeps necessary records such as work time, materials, order numbers and readings.
  - 2.6. Attends and applies required training,
  
- 3. Assists with the connecting and disconnecting of services, reading of meters and may at times collect delinquent accounts.**
  - 3.1. Assists with installs and removes of metering devices.
  - 3.2. Occasionally may help with disconnects and collecting of delinquent accounts.
  - 3.3. Records meter readings.
  - 3.4. Assists with the installing of power quality recording devices and troubleshooting of power quality complaints.

#### **4. Performs other duties as assigned.**

- 4.1. Performs all duties pertaining to the cooperative within the limits of individual qualifications so assigned.
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#### **Qualifications**

1. High School diploma or GED.
  2. Must be currently enrolled or accepted to a technical powerline program.
  3. Must have appropriate valid class "A" Commercial Driver's License.
  4. Above average mechanical aptitude.
  5. Ability to communicate and cooperate with employees, members, and the general public.
  6. Must be able to record, maintain and transcribe data and records both hand written and electronic.
  7. Must be able to use a computer or have the ability to learn how to use a computer and other associated electronic devices.
  8. Must pass a post-t offer work capacity physical and drug screen.
  9. .
  10. Requires the ability to hear, use near and far vision, stand, walk, kneel, bend, crouch, crawl, twist, climb, and manipulate a variety of materials, tools and controls.
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#### **Working Conditions**

1. Works outdoors with great physical exertion.
  2. Works in poor weather conditions.
  3. Works on uneven terrain, along roads and encounters vehicular traffic.
  4. Works around noisy equipment.
  5. Works with crews who work with energized electrical lines and associated equipment.
  6. Works as part of a crew led by a foreman much of the time but may at times work alone.
  7. .
  8. Frequently lifts materials and equipment weighing up to 50 pounds and occasionally up to 100 pounds.
  9. Shovels dirt and works in excavations.
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**New Position – 4/25/11**