



Summer Laborer

POSITION DESCRIPTION

Department:	Operations	FLSA Status:	Non-Exempt
Reports To:	Line Superintendent / Lead Lineman	Union Status:	Non-Union
Supervises:	No	Employment Status:	Full Time
Job Code / EEOC Cat:	Click to enter text.	Date Revised:	Click to enter a date.

Purpose of Position

Up to 1,000-hour employee to assist with additional workload during construction season. The Summer Intern is responsible for assisting in construction and maintenance of underground and overhead lines in accordance with RUS specifications and Cooperative policies; to respond to member’s needs and maintain continuity of service.

Position Responsibilities The scope and duties of this position may change or be temporarily altered based on the evolving business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by your supervisor.

Key Responsibilities	Brief Description of Responsibilities
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- Essential Responsibilities:**
1. Assist in construction, operation, and maintenance of all distribution lines in the Cooperative’s distribution system.
 2. Assist lead lineman in locating and/or eliminating any problems which may develop on the Cooperative’s lines.
 3. Ensure proper relations and for interacting with other utility representatives, employees, members, property owners, and the public at large.
 4. Responsible for the truck, tools, equipment, and material assigned to him/her.
 5. Be familiar with and following all Cooperative policies, safety rules, and procedures.
 6. Responsible for other duties historically performed by this classification and other related or comparable duties as assigned.

Secondary Responsibilities: Perform other duties as assigned.

Position Requirements

All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Key Requirements

Brief Description of Requirements

Education, Licenses, Certificates, and Training Requirements:

- Must be enrolled or have attended a line school program.
- Successfully pass Cooperative background check.
- Insurable under Cooperative auto insurance policy.
- Must have a valid Iowa Driver's License.

Experience:

- No prior experience outside of Line Distribution program is required.

Knowledge, Skills and Abilities:

- Strong oral and written communication and interpersonal skills.
- Must have legible handwriting.
- Excellent organization and time management skills.
- Basic computer skills; primarily iPad use.
- Safe and effective operation of power and manual tools, and various equipment.
- Pass pre-employment drug and alcohol test and subsequent testing throughout employment.

Work Environment:

While not inclusive of the following, employee must be able to work in a variety of working conditions:

- Primarily outdoor environments
- Extreme weather conditions
- Excessive dampness or chilling
- Varying noise levels
- Live electrical equipment
- Levels of height and multi-level structures
- Slippery or uneven walking surfaces
- Working in close proximity to others
- Exposure to offensive odors
- Close proximity to pets and various animals

Physical Demands:

This position presents the following work conditions:

- Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.
 - Strength and dexterity to work in a typical field setting, including the operation of power or hand tools.
 - Must have near and far vision, hearing and coordination necessary to safely operated a motor vehicle and effectively communicate with others.
 - Hearing and speech to communicate in person, via radio or telephone
 - Walking uneven terrain to locations of traversable roadways, occasionally of distance more than a mile.
 - Must be able to lift up to 50 pounds.
 - Climbing ladders and various structures.
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This position shall have ability to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Cooperative.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

ACEC reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and approved:

_____	_____
Direct supervisor	Date
_____	_____
Department Head	Date
_____	_____
Human Resources	Date
_____	_____
CEO/General Manager	Date