



Daviess-Martin County REMC Line Apprentice

POSITION OBJECTIVE

Performs diverse work erecting, repairing and operating distribution facilities. Works on energized lines, structures and equipment involving electricity distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely construct and maintain electric distribution lines. Climb poles of all types and perform jobs including but not limited to changing transformers, conductors, wire, capacitors, regulators, etc.
- Patrols the Cooperative's existing power lines for problems or unsafe conditions. Reports these conditions to the Line Superintendent.
- Perform substation technical maintenance and repair.
- Read and interpret blueprints, work orders, and staking sheets. Be familiar with REA specifications, the National Electrical Safety Code and OSHA regarding utility distribution line construction and service.
- Keep the Line Superintendent informed as to the status of jobs and estimated timeline for completion.
- Promptly report all safety issues including hazard reports, accident reports and near misses. Fully participate in any ensuing investigation.
- Be on time and ready to work at the start of each standard shift.
- Complete tail gate meetings and job briefings at each job site to review expectations, procedures and safety factors.
- Accurately complete all required job paperwork including time tickets, job briefings, work order packets, etc.
- Work as necessary on the underground construction, overhead construction or service crews.
- Serve as a crew leader as required per the collective bargaining agreement.
- Perform meter reading and disconnect/reconnects as necessary to support the Meter Technician.
- Drive and operate a bucket truck, line truck, digger, trencher, forklift and other equipment as necessary to set poles, lay wire, connect and disconnect services and perform tree trimming.
- Maintain all assigned company equipment, tools and vehicles in good working and visual condition. Inform the Cooperative mechanic of issues with the vehicle and the Line Superintendent of equipment needs.
- Provide excellent customer service out on the job as needed to educate and answer member questions. Positively represent Daviess-Martin County REMC at all times within the community.
- Observe the performance of any assigned crew members ensuring they are following an effective work procedure and observing company safety rules. Report any deficiencies or issues to the Line Superintendent.
- Direct, guide and train apprentice lineman.
- Attend and participate in job safety programs, other relevant training, and company meetings.

- Ensure that job locations are left in a neat and safe condition following the completion of work.
- Participate in service watch duty which requires the individual to be on-call at locations where they may be quickly and conveniently reached by telephone in an outage or emergency situation. Promptly respond to all service calls.
- Be available for unscheduled overtime during consumer outages or emergencies as required by the company.
- Operate truck radio as required and according to company and FCC procedures.
- Comply, while operating any vehicle assigned to this position, all traffic laws, safety rules and regulations and safe practices.
- Participate in the Cooperative's school safety program.
- Participate in the Cooperative's safety program including serving on the safety committee.
- Keep informed and follow all Cooperative policies and procedures.
- Other duties as assigned by the Line Superintendent.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. In instances where two or more employees are assigned to a crew, the company will assign a crew leader.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and attain the position objective. 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.

- High school diploma or completion of a GED is required. Associate's degree (A.A.) or equivalent from a two-year college or technical school is preferred.
- Ability to effectively read and follow operations and safety manuals. Must interpret blueprints, work orders, and other electrical specifications.
- Must be able to use line construction hand tools.
- Must be able to interact with members pleasantly to answer routine electric questions while in the field, and handle emotionally charged outage and emergency situations.
- Basic computer skills and the ability to learn and use company specific software such as outage management software.
- Ability to understand and carry out written or oral instructions.
- Ability to multi-task and work well with others in a fast paced environment
- A proficiency in the English language and its proper usage. Knowledge of a second language is a plus for this position.
- Must have excellent oral and written communication skills, as well as patience
- Ability to perform first aid and CPR.
- This position also requires basic technical utility knowledge, skills, and abilities to perform transformer hookups, set poles, operate heavy equipment, tools, and machinery.
- Must adhere to Company Safety Rules.
- Must be able to drive and maintain a current Indiana driver's license.
- Must have or be able to obtain a valid Commercial Driver's License.
- Must reside within or approved proximity of our service territory (mainly Daviess-Martin and part of Lawrence County).

PHYSICAL DEMANDS

This position requires that the individual load and unload vehicles, travel to and from job sites, and perform maintenance and construction activities on power distribution lines. While performing the duties of this job, the employee is required to:

Frequently – see, talk, hear, walk, sit, stand, use hands to finger, handle, write, feel and reach with hands and arms.

Occasionally – stoop, kneel, crouch, climb, balance, crawl, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

Work is mostly outside in close proximity to hot line construction and maintenance and energized conductors in varying weather conditions; and is exposed to the hazards of electrical shock and burns as well as to falls. Position requires travel throughout the service area. Work regularly scheduled Monday-Friday, although weekends and after hours may be required to meet deadlines or address distribution problems.

To apply for this position, please print and complete the attached application. Completed application, resume and three (3) references should be emailed to: tshowalter@dmremc.com

Daviess-Martin County REMC

Your Touchstone Energy® Cooperative 

PO Box 430 12628 E 75 N Loogootee, IN 47553
(812) 295-4200 (800) 762-7362 (812) 295-4216 FAX www.dmremc.com

Application for Employment

Daviess-Martin County REMC is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, veteran status or any other basis prohibited by law. Daviess-Martin County REMC will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

Position Applying for: _____ Date: _____
(Job Description given with application)

First Name: _____ Last Name: _____ Middle Initial: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ E-mail: _____

Alternate Phone Number(s): _____

Are you legally eligible to work in this country? Yes No

If you are under 18 years of age, are you able to provide the required proof of your eligibility to work? Yes No

Are you able to perform the essential functions of this position? Yes No

Do you have a valid driver's license? Yes No License # _____ Expires: _____
If yes, is it a Commercial Driver's License (CDL)? ... Yes No

Can you travel if the position requires it? Yes No

Have you previously been employed by Daviess-Martin County REMC
or another electric cooperative? Yes No

Are you related to any Daviess-Martin County REMC employee or Director of the Board? Yes No
If yes, whom? Relationship? _____

Are you currently employed? Yes No

Are you available to work: Full-time
 Part-time (please indicate times available: Mornings Afternoons)
 Temporary (please indicate dates available: _____ to _____)

What is the date that you are available to work? _____

What is your required salary range? _____

What is the best time to contact you? _____

EDUCATIONAL BACKGROUND*

Starting with your most recent school attended, provide the following information.

Type of Education	Name and Location	GPA	Years completed?	Major and Minor	Degree Earned
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*Resume information may be substituted.

SKILLS AND TRAINING

Computer skills (software programs, hardware, operating systems) _____

Other skills or experiences that are pertinent to the job applied for _____

PROFESSIONAL REFERENCES

Name	Title	Company	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES

Name	Address	Relationship To You	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE**

*Start with your present or last job. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or any other protected status. **Resume information may be submitted – but, may not be accepted in place of all of the information requested below.*

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

Discharged Voluntary Resignation Involuntary Resignation

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

Discharged Voluntary Resignation Involuntary Resignation

Employer: _____ Contact Number: _____

Address: _____

Supervisor: _____ Your Job Title: _____

Dates Employed: _____ To _____ Starting Salary: _____ Ending Salary: _____

Your Duties: _____

Reason for leaving: _____

Discharged Voluntary Resignation Involuntary Resignation

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s). _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? Yes No If yes, please state the employer(s) and the reason(s) for the discharge or resignation. _____

APPLICANT STATEMENT

Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or subsequent discharge.

_____ I authorize investigation of all statements contained in this application, information supplied in my resume and/or any other information supplied either in writing or verbal as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Daviess-Martin County REMC decides to obtain a consumer credit report, I understand that Daviess-Martin County REMC will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to Daviess-Martin County REMC, my personal references and previous employers, and their respective officers and employees, from liability for any damages, losses or claims that may result from their furnishing information to Daviess-Martin County REMC concerning me or any action Daviess-Martin County REMC takes on the basis of such information.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United states. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Daviess-Martin County REMC. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Daviess-Martin County REMC has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of Daviess-Martin County REMC, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing and signed by a duly authorized representative of Daviess-Martin County REMC to be binding.

_____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession or nor will I at any time reveal to the Company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

_____ I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Signature

Date

Checking this box certifies that I have read and understand the above Applicant Statement.