

FERGUS ELECTRIC COOPERATIVE, INC.  
POSITION DESCRIPTION

**ASSISTANT LINE SUPERINTENDENT  
LEWISTOWN OFFICE**

I. Objectives.

Each position with Fergus Electric Cooperative, Inc. has as one of its primary objectives, promotion of the cooperative by taking every opportunity to acquaint the members with the advantages and productive uses of electricity; obtaining increased member and public understanding of the cooperative's objectives, plans and programs and rural electrification in general and assuring maximum service to the members by satisfactory performance of the responsibilities and authorities assigned to it. Specific to this position:

II. Assist the Line Superintendent with the following:

- A. Construction, operations, purchasing, and safety functions in the department in accordance with the objectives, policies, and plans of the cooperative and in conformance to established standards, including RUS specification, National Electrical Safety Code, National Electric Code, and the State of Montana Electric Code and ensures that these changing requirements are incorporated into the design and construction methods of the cooperative.
- B. Strives to provide members with reliable and affordable electric service through the diligent application of sound methods and effective performance of responsibilities.
- C. Work with various departments on plans and progress, to determine adequacy, effectiveness, and conformity to established policy objectives and budgets relating to the department.
- D. Assists as a member of the staff, in the development of procedures for the overall operation of the cooperative. This includes participation in staff recommendations to the Board for policy revisions.
- E. Responsibilities may include:
  - 1. Maintenance.
  - 2. Ordering/Purchasing and warehousing.
  - 3. Construction.

4. Meter readings.
5. Rubber goods.
6. Collections.
7. Safety.
8. Member relations – i.e., billing, right-of-way, tree trimming, etc.
9. Outages.
10. Scheduling.
11. Substation inspections.
12. Member relations and education.
13. Other.

III. Reporting and Relationships.

A. Reports directly to the Line Superintendent.

B. Cooperates or Coordinates.

1. Internal.

- a. All staff positions
- b. Board of Directors.

2. External.

- a. Sales Representatives – Obtains information on equipment, materials, tools, and supplies to be purchased for the cooperative.
- b. Federal, State and County Agencies – Confers with, advises, informs, and coordinates with their activities to maintain safety and cause the least possible service interruptions and member inconvenience.
- c. Other Electric Utilities – Participates with other operating officials in sharing information and assistance when required.

IV. Responsibilities and Authorities.

A. The primary duty of this position is to direct the daily field operations of the cooperative requiring the exercise of discretion and independent judgment along with good people and communication skills. This position also requires after-hours work for outages and emergencies.

B. Planning and Control.

1. Policies.

- a. Assists the General Manager and Line Superintendent with all cooperative safety programs; carries out specific board policies on safety.
  - b. Assists in the development and recommends operational policies of the department and reviews for consistency and workability.
2. Plans.
- a. Assists in development of overall annual work plan, budget, and long-range plans for the cooperative.
  - b. Assists in the planning of monthly cooperative safety meetings.
3. Study and Research – Studies the activities of the areas of responsibility in terms of current electric distribution, construction, maintenance, purchasing practices, and provides for the continuous improvement of the operations of the department.
4. Assist with Control of the Following:
- a. Makes frequent field checks of all work progress on maintenance and on completed work, to assure adherence to established standards, practices, and safety requirements.
  - b. Reviews time sheets, outage reports, work orders and other reports which reflect time spent, work accomplished, material and equipment used.
  - c. Reviews commercial driver records for compliance and personally maintains a commercial driver license (CDL).
5. Maintain Confidentiality
- a. Keeps records and information confidential. Must treat sensitive company and personnel details as private and confidential and not disclose them to unauthorized individuals.
- C. Organization.
- 1. Structure – Reviews periodically the functions and activities of the department, and recommends to the Line Superintendent, the organization structure necessary to meet cooperative objectives in construction, maintenance, purchasing, engineering, and other services to the membership.
  - 2. Position Qualifications – Must be a high school graduate and have ten (10) years of experience as a Journeyman Lineman or equivalent time at another position in the electric utility business.

3. Performance Appraisals – Assists in periodic appraisals of the performance of personnel under immediate supervision.
4. Training – Assists in the development of training programs for personnel assigned and determines that all personnel under direction are thoroughly trained in accordance with the qualifications and requirements of their positions.
5. Morale – Develops and stimulates morale and motivates team spirit and enthusiasm throughout the department, coaching, counseling, and advancement according to merit, interest, and ability; requests employee input on organizational goals.
6. Industry – Is aware of and educated on challenges/opportunities facing the cooperative.

D. Operations.

1. Directing – Directs activities and functions of the Lewistown office. Delegates to those supervised all activities and functions, in their position description, which do not require prior approval.
2. Other Activities – Assumes responsibility for seeing that an adequate supply of materials is maintained, reviews appropriate invoices for accuracy, approves leave for persons under supervision.
3. Assist in the following activities unique to this position:
  - a. Resolves member complaints involving continuity of service, right-of-way, or line changes and follows through to assure member good will.
  - b. Arranges planned outages.
  - c. Approves time sheets, mileage reports, vacation schedules and sick leave, and other leaves for personnel under immediate supervision.
  - d. Keeps informed of all cooperative policies and procedures, apprises immediate personnel and the department when required.
  - e. Participates in and fosters safety meetings and see that all approved safety rules and methods are followed.
  - f. Keeps updated records and organizes first aid, CPR, and pole top rescue training to the employees.
  - g. Investigates work-related accidents and prepares reports as needed.

- h. Advises and counsels personnel under immediate supervision with respect to special items within department to maintain safety standards.
  - i. Approves scheduled programs for the periodic testing of rubber gloves, hose, shields, blankets, and other safety equipment within department to maintain safety standards.
  - j. Is available to participate in after-hour trouble calls and dispatches service crews.
  - k. Determines timing and extent of major repairs of vehicles or equipment. Assures that adequate records are kept on all vehicles to ascertain individual costs per unit.
  - l. Maintains pole yards and warehousing with good housekeeping standards.
  - m. Assures that the personnel under supervision are doing their part to maintain good records of transformers including PCB records, meters, and other devices.
  - n. Performs other activities as may be requested or required by the position.
- V. Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to handle documents, possess computer skills, and have good hearing. Specific vision abilities require close/distant and color vision. The employee will be required to handle and lift material up to fifty (50) pounds. The employee must be able to walk, climb steep terrain and kneel while surveying or assisting the linemen on an outage or while constructing new line.
- VI. This position meets the administrative exemption to the overtime compensation requirements set to State and Federal law.
- VII. This is a non-union position.

Adopted: 03/29/2018

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