

Bon Homme Yankton Electric

JOB DESCRIPTION

ELECTRICIAN

I. **OBJECTIVE:**

The position of the ELECTRICIAN was created to help achieve the purpose for which the Cooperative was organized, that is, “to economically provide value and needed services in ways that make Members and Employees proud”. The person who holds this position is charged with specific operational duties and responsibilities that (s) he is to carry out in ways that are consistent with sound business practices and courtesy. The position is to be assigned to a competent, well-trained person, whose knowledge and ability will contribute to the attainment of the basic purposes and mission of the Cooperative.

II. **REQUIREMENTS:**

The position of ELECTRICIAN mandates that the following minimum requirements be met:

- A. **Must have completed a formal, 2-year, recognized technical program for the trade of “ELECTRICIAN” or have a minimum of 3- 5 years’ experience working in the position as an “APPRENTICE ELECTRICIAN.”**
- B. Have a high school diploma or equivalent.
- C. Pass state of South Dakota “Class B” or “Journeyman’s” test.
- D. Able to work with a minimal amount of supervision.
- E. Able to work irregular hours as required to perform the responsibilities of the position. Out-of-town travel will be required from time-to-time for meetings, workshops and seminars specific to the position.
- F. Able to maintain both a valid South Dakota “Class A” Commercial Drivers License with endorsements and qualifications as an South Dakota DOT driver.
- G. Able to pass the necessary medical examinations for performing the duties of the position.
- H. Is required to be “ON CALL” for after hour outages during the week and on week-ends.
- I. Perceive the full range of the color spectrum.

III. **AUTHORITY AND ACCOUNTABILITY:**

The ELECTRICIAN shall have limited authority to take any action necessary to accomplish assigned responsibilities, as long as such action does not deviate from established policies and procedures. He is accountable to the Management of the Cooperative for the efficient performance of these responsibilities and although some of the responsibilities may be delegated or assigned to another person, the accountability cannot be. He is expected to keep confidential information confidential. He is encouraged to use imitative and judgment in making decisions, remembering that the Cooperative’s best interest can be affected by his/her actions. He should feel free to make

suggestions for the improvement of operations and efficiency. He shall secure approval of the Supervisor in making decisions when policies are not clear or adequate, or require interpretation.

IV. SCOPE OF DUTIES:

The ELECTRICIAN shall report to appropriate Supervisor, keeping him informed regarding work in progress and work completed; and consulting with him regarding any problems which hinder efficient completion of the duties and responsibilities of this position. Informs the appropriate Supervisor of the arrangements made for work to be completed while on any planned absence that has been pre-approved. Reports to the appropriate Supervisor of any incident of sick leave, tardiness or other situations which may affect the timeliness and performance of required duties. Cooperates with other employees to achieve the purpose of the Cooperative. Maintains a friendly relationship with the public in the performance of his responsibilities. The ELECTRICIAN is an hourly paid employee.

V. SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

The following is a summary of job duties and is not intended to be all inclusive or restrictive of any duties which may arise. The ELECTRICIAN is required to perform the work of, or assist other classifications as necessary or directed, within the scope of his qualifications. The work requires him to work on poles, in bucket and digger trucks, in heights, in close proximity to high voltages, in trenches and to operate and work around heavy equipment. The work is predominantly outside and so he will experience the heat of the summer and the cold of the winter. It is also a dusty, dirty environment at times and requires overtime and irregular hours. The position works around various chemicals such as pole preservatives, oils, solvents, etc. They work to install, connect, test and maintain electrical systems for a variety of purposes, including climate control, security, and communications. Electricians work with blueprints when installing electrical systems in office buildings, homes and other structures. Must follow the National Electrical Code and comply with State and local building codes.

VI. ESSENTIAL JOB FUNCTIONS (PERCENTAGES OF TIME):

ACTIVITY AND PERCENTAGE OF TIME

Bending 30%, Squatting 10%, Climbing of poles 5%, Crawling 10%, Crouching 10%, Kneeling 15%, Pushing/Pulling 30%, Reaching above shoulder level 40%, Sitting 10%, Standing 60%, Twisting 30%, Walking 90%.

MUST BE ABLE TO:

Reach over head 40%, Consistently move on your feet 90%, Wear protective equipment 100%, Lifting in awkward positions 20%, Bucket work 15%, Work in confined spaces 10%.

VII. SPECIFIC DUTIES:

1. Assists the Crew Leader or Supervisor towards the efficient completion of the project.
2. Read blueprints and follow the National Electrical Code.
3. Inspects trenches, lays, terminates, and splices all types of secondary underground cables.
4. Installs and maintains all types of underground mounted equipment.
5. Sectionalizes and switches electrical equipment when breakdowns occur, must make the necessary repairs as quickly as possible in order to minimize inconveniences.
6. Performs trouble shooting and all types of maintenance on both overhead and underground systems.
7. Must be able to replace items such as circuit breakers, fuses, switches, electrical and electronic components, or wire.
8. Knows the principles of and assists in the installation and connection of low-voltage regulators and other equipment.
9. Supplies his own hand tools.
10. Installs and reads all types of meters.
11. Observes and assists other Electrician's and persons in the work area.
12. Use a variety of power tools and testing equipment.
13. Expected to maintain a valid first aid and CPR card.
14. Uses two-way radio as required.
15. Operates forklifts, skid-loaders and 4-wheelers.
16. Locks up building and gates when leaving, as necessary.
17. Works overtime as required or assigned.
18. Knows and works according to Rules of Conduct as established by the Cooperative.
19. Responsible to know, works towards, and emulate at all times, the essence of Trico's Mission Statement which is: "to economically provide value and needed services in ways that make Members and Employees proud."
20. Handles any unrelated duties as assigned.

IMPORTANT:

This job Description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. This Company reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities.

Accepted By:

Employee

Date

Accepted By:

Supervisor

Date

Accepted By:

Manager

Date