**FEDERATED RURAL ELECTRIC ASSOCIATION**

**LINE FOREPERSON POSITION DESCRIPTION**

I. **Objective:**

1. To supervise and assist in the construction, maintenance and operation of the Cooperative's distribution lines.
2. Instruct and supervise effectively all employees assigned to their crew.
3. To promote and assure adherence to all established safety rules and best work practices.
4. Promote the co-ops electric operations department.

II. **Reporting Relationships:**

# A. Reports to: Electric Operations Manager

B. Directs: Journey Linemen

 Apprentice Linemen

 Groundmen

 Others as assigned

III. **Responsibilities:**

A. Performs personally:

1. Plans and determines with the Operations Manager the most effective methods of procedure and directs the work on projects assigned to his crew.
2. Ensures that all work order and service order paperwork is completed properly and as built drawings are updated correctly and returned to the Operations Manager.
3. Acts as crew foreman participating in and bearing a fair share of the work load after consideration of supervisory duties.
4. Interacts with member owners when requested to develop plans for new services and service rebuild construction
5. Makes service calls when needed, making repairs or taking appropriate remedial action when outages are reported, emergencies occur or member complaints are received. Striving for prompt restoration of service with due consideration at all times for safety of the employees, public and member owners
6. Assumes responsibility for all vehicles, tools and equipment assigned to his crew.
7. Assumes direct responsibility for the safety and welfare of employees while under their supervision. When circumstances necessitate their leaving assigned crew, they delegate this responsibility to a competent person during their absence.
8. With the Operations Manager, periodically appraises the performance of subordinates; counsels on points of good performance as well as possible areas of improvement.
9. Maintains thorough familiarity with all hazards that exist on projects, with the use of personal protective equipment and applicable methods of rescue procedures.
10. Maintains familiarity with all tools commonly used in the trade and keeps abreast of new developments and trends in work practices. Develops trade skills and is qualified in the performance of all activities required of a qualified journeyman lineman.
11. Maintains familiarity with RUS Specifications, the National Electric Safety Code and established policies of the Cooperative. Ensures that all construction is done in accordance with above specifications and codes.
12. Watches for and corrects or reports line conditions that may develop into line outages.
13. Uses and directs others in the use of hot line tools and equipment as required by safety regulations and policies of the Cooperative.
14. Monitors all possible hazards on the job and takes necessary steps for correction or mitigation of such hazards.
15. Sees that proper consideration is given at all times to property on or near which crews are working.
16. Keeps Operations Manager informed and receives communications and directives from Operations Manager confirming understanding of each.
17. Acquires a knowledge of the basic principles and goals of the Cooperative.
18. Attends classes, seminars, institutes and related training courses to improve technical and supervisory skills.
19. Foreman shall be certified by MREA and be capable of performing all duties of a qualified Journeyman Lineman in a safe manner.
20. Accepts and carries out other duties as assigned by the Operations Manager.

IV. **Relationships:**

A. Internal

 1. Collaborate with staff on multiple levels to help achieve the mission of

 the coop.

 2. To work with other departments assisting as needed.

 B. External

1. Members - to establish a good rapport with the member-owners of the Cooperative. In short, to provide good service and portray a positive and professional image.
2. May not perform electrical work for pay within the Association's service area.

V. **Qualifications:**

1. Must maintain or be able to obtain journey line worker status in the State of Minnesota
2. Be proficient in or willing to obtain proficiency in staking and work order procedures.
3. Must carry a minimum of a Class A CDL Minnesota driver's license.
4. Frequent contact with persons under stressful situations will require the ability to communicate and work with people.
5. Any communication background is desired.
6. Computer skills. Should be able to demonstrate proficiency with Windows & Office Programs, mainly Word and Excel.
7. Supports the cooperative principles.

**PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS**

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| **Job Title:** Line Foreperson | **Department:** | Electric Operations  |
| **Date:** | Updated September 2025 |

 **Data collection method(s):** Observation – Interview

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| **Physical Demands Required to Perform Job Duties** |
| **Activity** | **Frequency - Examples** |
| Standing | Frequently stands |
| Walking | Frequently in office, field situations, in and out of vehicles |
| Sitting | Frequently sits to perform job functions. |
| Lifting/Carrying | Frequently lifts/carries materials weighing up to 100 lbs. |
| Twisting/Pushing/Pulling | Frequently twists/pushes/pulls to retrieve material. |
| Climbing/Balancing | Occasionally |
| Kneeling/Crawling | Occasionally  |
| Talking | Frequently talks with Operations Manager, other employees and works with members and disseminates information to others. |
| Hearing | Frequently takes part in meetings and listening to ascertain critical data needed to perform tasks. Listens to members and business associates. |
| Communication | Frequently communicates both verbal and written as needed to successfully perform duties. This includes members, other FREA employees and business associates on behalf of FREA. |
| Visual Ability | Frequently inspects written and visual material and uses office computers/machines. Ascertains correctness of work products.  |
| Bending | Frequently as needed to perform duties |
| Gripping/Grasping | Frequently with wiring and tools. |
| Other Physical Demands | Frequently using line construction and maintenance equipment and materials.  |
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| **Environmental Conditions** |
| **Activity** | **Examples** |
| Exposure to outdoor conditions: extreme cold/heat, precipitation | Frequently as need to ensure the safety and reliability of the distribution system including installations/service calls and major weather events |
| Low visibility | During poor weather when driving |
| Extreme noise | Occasionally however hearing protection is provided and is expected to be used in situations of need.  |
| Moving parts | To be encountered performing linework and other aspects of the job |
| Electric shock | Potentially daily and all available PPE shall be used in situations requiring it.  |
| High, exposed places | With electrical line work |
| Radiant energy | Not applicable at this time however care and reporting shall take place if it is encountered.  |
| Exposure to chemicals | Not applicable on a normal basis however the hazard communications policy should be referred to |
| Vehicular traffic | Drives as needed. Requires driver’s license. |
| Computer screens | Daily |
| Slippery conditions | Occasionally encountered while traveling |
| Other environmental conditions | Not believed to be applicable  |

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| This analysis of the physical demands and environmental conditions accurately reflects the duties performed by incumbents in this position. |
| **Job Title:** | Line Foreperson | **Department:** | Electric Operations  |
| **Supervisor:** | Operations Manager | **Incumbent:** |  |

**Reviewed & Approved**:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Operations Manager: Kollin VanDeVere Line Foreperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_