

**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION**  
**JOB DESCRIPTION**

<b>Title:</b>	Lineman	<b>Reviewed:</b>	June 2025
<b>Number:</b>		<b>Exempt Status:</b>	
<b>EEO-1:</b>	49-9051	<b>Reports To:</b>	Crew Foreman
<b>EEO-1 Class:</b>	Craft Worker	<b>Supervises:</b>	

**JOB PURPOSE**

Carries out the service and maintenance of the electric distribution system as necessary to provide the best possible service to members.

**DUTIES AND RESPONSIBILITIES**

**Primary Functions**

- Serve as an “on-call” lineman on a rotating basis for power outages after regular office hours.
- Must be skilled in first aid and CPR and able to administer emergency medical assistance.
- Maintains the confidentiality of all information processed in the normal course of work except when authorized legally to disclose it.
- Maintains adequate PPE clothing for purposes of health and safety protection.
- Follows all TVEPA policies and procedures.
- Keeps accurate daily time and charges to proper accounts.
- Is responsible for tracking the location of and maintaining assigned tools and equipment in a proper and safe working condition.
- Always conducts oneself in such a manner as would reflect positively upon all of those associated with TVEPA.
- Adheres to all TVEPA policies related to EEOC employee discrimination and harassment, EPA environmental, and OSHA safety compliance. Take immediate corrective action and reports any incidents or violations to their immediate supervisor as soon as possible.
- Must have a working knowledge of the assigned portion of the distribution system, such as the location of lines, source of power, the direction of feeds, metering point locations, the magnitude of line currents, voltage levels, and location of oil circuit reclosures and line fuses.
- Has a working knowledge of the Rural Utilities Service Specifications and guidelines on the construction of TVEPA overhead and underground distribution lines.
- Must be willing and able to respond to outages at any hour of the day and night, on weekends, and on holidays in all weather conditions.
- Installs and removes meters
- Installs and removes transformers.
- Processes connect disconnects, change-outs, and trouble orders in accordance with established policies.
- Prepare special reports as needed to advise the Director of Operations of changes in condition on consumer’s premises.
- Performs maintenance of distribution and transmission facilities as required or directed.
- Performs voltage tests for voltage complaints.

- Investigates consumer service complaints and outage reports. Take the proper corrective action.
- Inspects transformer and meter connections before energizing to determine if construction codes and safety precautions are met.
- Has a working knowledge of the hazards that exist in the form of falls, electric shocks, electric flash, falling objects, and traffic.
- Make preliminary sketch work orders.
- Has a working knowledge of substations, switching devices, transformer banks, oil circuit breakers, voltage regulators, and technical equipment.
- Maintains tools and equipment issued and frequently checks them for safety and proper working condition.
- Ensures that work locations are left in a condition appropriate for public safety and member satisfaction.
- Drives TVEPA vehicles as assigned in accordance with state laws and safety practices.
- Is responsible for the proper care, use, handling, protection, and accountability of all materials issued to him for specified jobs and for the accuracy of all reports as to the use of such materials.
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- Has a working knowledge of and is accountable for adhering to bucket weight limits.
- Has a working knowledge of the use of protective equipment
- Utilize radio for communications.
- Perform any other duties assigned to fulfill the objectives of the Association

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.**

### **JOB QUALIFICATIONS**

- **Experience:** Must have obtained lineman status and demonstrate the ability to obtain advocate classification through experience or knowledge.
- **Education:** High school diploma or GED. Must communicate effectively in English, verbally, and in writing.
- **Training:** Field experience to get acquainted with the system and electricity, plus all requirements necessary for a lineman at TVEPA.
- **Abilities/ Skills:** Public relations, map reading, electricity, line feed hazards, and reading diagrams.
- **Physical Demands:** Must be physically able to perform the job. Must be able to lift 50 lbs. from floor to waist height unassisted or 150 lbs. assisted.
- **Driving:** Must maintain a valid Mississippi Class 'A' Commercial Driver's License. Must obtain and retain a forklift operator's certification.
- **Testing:** Must pass any required substance screening, medical examination, and background checks.

- **Work Environment:** Hazardous or extreme weather, bucket work, voltage hazard, heavy equipment, extended periods of time standing, falling objects, aerial work in a bucket truck, and climbing poles and ladders. Work in remote, undeveloped areas potentially with insects and wild animals.

### **SUPERVISES**

Serviceman assistant or lineman trainee while performing field or line work.

**Functions performed by all TVEPA Employees:** Keeps informed and complies with all TVEPA policies, procedures, and rules. Participates in Job Safety and Training. Complies with all safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints, and, if unable to do so, refer them to the proper persons. Always makes every effort to do everything possible to develop members' support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale, exchanging ideas, information, and job experiences.

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### **EXTERNAL RELATIONSHIPS**

Maintain good relationships in all contacts with the general public. Establishes effective working relationships, provides information, assistance, coordination, advice, and other positive communication that best represents the business needs of the Association with the following:

- **Members-Consumers:** Response to inquiries, provides advice and assistance, and promotes Association programs, policies, plans, and services.
- **General Public and Community:** Maintains good relationships in all contacts with the general public and community. Presents a friendly, positive and professional image for the Association.

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**After an offer of employment has been made, the Association requires a physical, which will include both alcohol and drug testing.**