



Jump River Electric Cooperative, Inc.

Since 1938

Your Touchstone Energy® Cooperative



1102 W. 9th Street North
PO Box 99
Ladysmith, WI 54848
Phone: 715-532-5524
Fax: 715-532-3065
www.jrec.com

JUMP RIVER ELECTRIC COOPERATIVE - JOB DESCRIPTION

Title: Apprentice Lineworker
Reports to: Operations Manager-Ladysmith or Line Superintendent-Hayward
Department: Operations
Reporting Location: ☒ Ladysmith ☐ Hayward

HR USE	
FLSA:	Non-Exempt
Union Status:	Union
Rev Date:	8/19/2026

PURPOSE: The Apprentice Lineworker participates in the Electric Lineworker Apprenticeship program in accordance with the training guidelines and standards established by the Wisconsin Bureau of Apprenticeship Standards. Under progressively increasing levels of responsibility, based on successful completion of each training level, the Apprentice Lineworker constructs, operates, maintains, and repairs energized and de-energized electric distribution facilities in compliance with Cooperative safety rules, operating procedures, and applicable specifications, while providing courteous and efficient service to members and non-members.

ESSENTIAL JOB FUNCTIONS: This list describes the general nature and level of work normally performed by this classification. It is not intended to be an exhaustive list of duties and responsibilities.

1. Assist with the construction and maintenance of distribution conductors, structures, equipment, including substations, transformers, meters, and related equipment & facilities, both energized and de-energized.
2. Install construction units in accordance with Rural Utilities Service (RUS) specifications.
3. Complete work order assignments and prepare required time sheets, material tickets, staking sheets, service orders, and other reports.
4. Read staking sheets, circuit diagrams, work orders, or distribution layouts as required.
5. Inspect lines, tools, equipment, vehicles, and rights-of-way; report hazards, defects, maintenance needs, and recommended improvements to supervisors.
6. Assist with member collections, disconnections, connections, new services, high-energy concerns, stray-voltage concerns, and other service-related matters.
7. Perform overhead, underground work, rubber glove work, metering, switching, mechanical work, and operation of heavy equipment as assigned.
8. Coordinate with contractors as instructed.
9. Assist with inventory control and make recommendations to the supervisor regarding materials and equipment.
10. Maintain safe, clean, and orderly working conditions.
11. Follow and maintain current knowledge of Cooperative safety rules, policies, procedures, operating practices, and Board-approved requirements.
12. Assist with outages and trouble calls during and/or after regular working hours as directed or required.
13. Assist or work with other utilities during emergencies as directed.

14. Attend required meetings, workshops, schools, seminars, training programs, and other Cooperative activities; and serve on committees as requested and approved.
15. Maintain punctual and regular attendance and complete work in a timely manner.
16. Perform all other job-related duties as assigned by Supervisor or Foreperson.

MINIMUM QUALIFICATIONS:

Education and Experience: High school diploma or GED; graduation from an accredited technical power distribution program.

Skills and Abilities: Ability to read and interpret circuit diagrams, staking sheets, work orders, and related technical information. Ability to safely perform construction, operation, maintenance, and repair of energized and de-energized electric distribution facilities. Ability to operate line trucks, hydraulic equipment, heavy equipment, tools, and related apparatus, and perform underground, rubber glove, metering, mechanical, and other specialized linework. Effective oral and written communication skills. Ability to interact positively and professionally with members, coworkers, supervisors, contractors, and other utilities; work independently with limited direct supervision and as part of a team; maintain accurate records and documentation; follow Cooperative safety rules, policies, procedures, and operating practices; and work effectively during emergencies and under stressful conditions. Basic computer skills are desirable and ability to use field technology.

Licenses and Certifications: Have and maintain a valid driver's license and Commercial Driver's License (CDL) required with minimum classifications of ABC&D. Ability to obtain and maintain required First Aid, CPR, and forklift certifications; some certifications may be obtained on the job. Other licenses or certifications may be required based on assigned duties.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally climb poles or work from a hydraulic bucket at heights of 55 feet or more, often in awkward positions, and must be able to perform pole-top rescue. The position frequently requires lifting up to 50 pounds and occasionally up to 100 pounds, as well as shoveling, working around noisy equipment, and visually inspecting work. The employee must be able to hear, communicate verbally, and perform tasks requiring walking, kneeling, bending, crouching, crawling, twisting, reaching, hand-over-hand climbing, and manipulating tools such as crimpers and chainsaws. The employee must be able to drive various motor vehicles and operate required equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Demands: Works primarily outdoors and may require substantial physical exertion, often in poor weather conditions. Works on uneven terrain, in fields, and along roads, with frequent exposure to vehicular traffic.

Primary Residence Requirement: Must reside within 18 miles of the employee's assigned reporting location or relocate residence to meet the requirement before they reach Journey status and have on-call duty.

ACKNOWLEDGMENT: This job description describes the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. Employees may be required to perform other job-related duties as assigned by management. Requirements may be modified to reasonably accommodate qualified individuals with disabilities.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____