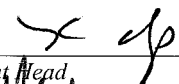

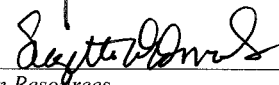


CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Crew Foreman	FLSA STATUS: Non-Exempt
REPORTS TO: Line Superintendent	Bargaining Unit Position
DEPARTMENT: Operations/Line	LOCATION: Moriarty/Mountainair
<p>APPROVED BY:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;"> _____ <i>Department Head</i></p> <p style="text-align: center;"> _____ <i>CEO</i></p> <p style="text-align: center;"> _____ <i>Human Resources</i></p> </div> <div style="width: 35%; text-align: right;"> <p style="text-align: center;">6/10/15 _____ <i>Date</i></p> <p style="text-align: center;">6.10.15 _____ <i>Date</i></p> <p style="text-align: center;">6/10/15 _____ <i>Date</i></p> </div> </div>	

Job Summary

- To provide the members with a high quality, reliable electric distribution system.
- To promptly determine the problem and restore the distribution and transmission system following interruptions of any kind.
- To provide office employees with paperwork as necessary to complete timely billing, payroll, material control, etc.
- To assist in providing safe work sites for employees and members.
- To treat all members showing respect and dignity.
- To construct new lines, overhead, underground, install transformers, substation equipment etc., in accordance with RUS specifications and safety codes. Maintain overhead and underground lines to assure efficient and continuous service to the member.
- To perform construction and maintenance duties with skill and interest, and to work safely with proper tools in order to provide for a productive and safe operation.
- To provide experienced leadership and on the job training for the apprenticeship positions.

Essential Duties and Responsibilities

- Quickly and efficiently restores electric service and other services supplied by CNMEC.
- Sets and disconnects meters as required or directed. Read meters and collect disconnects as needed.
- Erects steel, installs buss work, switches and other equipment.
- Performs hot line work, primary and secondary.
- Hooks up transformer banks on overhead and underground lines; takes call outs on overhead and underground lines; recommends changes on overhead and underground lines.
- UNDERGROUND-Buries primary and secondary cable, terminating all underground primary and secondary cable at transformer junction riser pole and all other points. Performs hi pot test, spots underground cable with faultfinder from 600 to 100,000 volts. Assists in constructing and repairing of overhead lines when necessary.
- OVERHEAD-Performs and assists in all types of hot line work from bucket truck and poles. Installs and sees that all regulators, capacitors, breakers, and switches are connected as required in accordance with RUS specifications. Assists in burying and repairing underground cable when necessary.
- Looks for inefficiencies and reports problems that hinder the efficiency of work.
- Follows policies and procedures and seeks input when information is unclear, inadequate or requires interpretation.

- Completes any necessary paperwork accurately and timely to ensure business continuity and smooth office operations.
- Studies, learns, and complies with all safety practices, procedures, and instructions.
- Operate vehicles as directed by obeying all safety requirements.
- Cuts right-of-way, trims trees, and chips brush if needed.
- Operates all equipment used on the job and performs routine equipment maintenance.
- Loads and unloads material and equipment and ensures that line trucks are kept stocked with sufficient inventory of supplies to make emergency repairs. Takes inventory of material and equipment on trucks and warehouse making sure tools are in good condition and properly used.
- Returns all job locations to a neat, safe condition following completion of work, removing all cartons and discarded materials.
- Operates radio communications equipment, abiding by the Federal Communications Commission's Rules & Regulations.
- Attends and participates in safety meetings and in annual meetings as required or directed.
- Reviews job briefings and confirms in writing the understanding of the assigned work.
- Performs other work of this or any other classification requiring equal or lesser skills when assigned by supervisor.
- Assumes responsibility for performing on-call duties.
- Participates in Cooperative, Statewide Job Training Schools and Safety programs.
- Assists the Line Superintendent in developing budget requirements for the Line Department.
- May assist in the interview and selection process of personnel in his/her department.
- Performs other miscellaneous job duties as assigned.

Supervisory Responsibilities

With the assistance and direction of the area superintendent, schedules and directs the day-to-day operation of the overhead or underground crew according to RUS specifications and in accordance with safety regulations. Make certain that all personnel reporting to him/her understands and accepts the responsibilities and authorities described in their position descriptions, HPC policies, and safety requirements. Appraises the performance of personnel under their supervision and counsels them, as needed, regarding job performance; subject to approval by the line superintendent, and sees that performance appraisal and counseling are carried out. Develops subordinates by delegating authority and responsibility, if applicable, with full recognition by both that accountability rests solely with the Line Foreman. Supervises the construction and maintenance of the distribution facilities to guarantee compliance with RUS, the National Safety Code and all other applicable standards or regulations.

Minimum Qualifications

A high school diploma or GED is required. Must possess a valid New Mexico Class A Commercial Driver's License. Completion of the Merchants Apprenticeship Program, another approved apprenticeship program (to be determined at the discretion of management), Line Worker Training Program or U.S. Department of Labor Certification as a Journeyman Line Worker.

Must have four (4) years experience as a Journeyman Lineman and two (2) years experience in power line construction and maintenance with background in areas of overhead, underground, substation, load balance, distribution and transmission. Training courses provided by the statewide cooperative associations as aerial platform, live line, transformer, regulator and underground distribution schools are a plus.

Knowledge, Skills and Abilities

- Must possess a good working knowledge of RUS specifications, rules and regulations and Cooperative policies of material, safety, construction and maintenance.
- Knowledge of National Electrical Safety Code and APPA Safety manual.
- Should have first aid, CPR, pole top and bucket rescue training.

- Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.
- Must have ability to teach and train employees the duties and responsibilities of their job and promote job leadership and ability to motivate people and ability to climb poles.
- Must have ability to use tact in dealing with members and general public.
- Must demonstrate the mechanical and physical ability to perform the trade.
- Must have the ability to read, write, and understand sequential processes in written, oral diagram, or schedule form.
- Must possess ability to apply craft techniques, processes and principles.

Working Conditions and Physical Effort

This position is subject to adverse weather conditions/hazards, and subject to work related hazards while performing the job within regular working hours and occasional overtime. Subject to restricted smoking areas, random drug and alcohol testing (consistent with DOT regulations and CNMEC policies). Occasional travel for work and training opportunities may be required. The regular work schedule is Monday through Friday.

- **Physical Effort and Dexterity:** Works outside with great physical exertion requiring upper body strength and stamina. Frequently climbs poles and is exposed to high precarious places of up to 55 feet or more. Often works in awkward positions requiring lower body strength. Occasionally will stoop or bend and will individually or with assistance pull or lift material, tools and equipment weighing up to 100 pounds.
- **Machines, Tools and Equipment:** Capable of operating all heavy equipment, line trucks, bucket trucks, backhoe, trencher and any other equipment used on the job.
- **Visual Acuity, Hearing and Speaking:** Must have excellent written and oral communication skills, expressing one's self clearly, accurately and to the point. Should have good depth perception and peripheral sight.
- **Environment/Working Conditions:** Majority of work will be performed outdoors. Shovels dirt and works around noisy construction equipment. Works on uneven terrain and areas on and along road right-of-ways often encountering vehicular traffic. Will frequently work with or near energized high voltage lines. Established OSHA, APPA, and CNMEC safety precautions and practices are required. Position requires daily short distance travel. There is also a possible risk of exposure to blood borne pathogens. The potential exists to be confronted with unrestrained animals.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.