

South River Electric Membership Corporation-Job Descriptions
Engineering & Operations

POSITION TITLE: Crew Foreman (Fayetteville and Dunn)

REPORTS TO: Line Operations Supervisor(s)

SUPERVISES: Line Crew(s)

Flex Schedule: Crews work 10 hour days (Monday-Thursday) (Tuesday-Friday)

Remote Work - None

1- Objectives

- (a) To provide effective customer service on a day-to-day basis. To provide efficient, accurate and courteous service that will increase satisfaction and promote goodwill between the Cooperative and its members.
- (b) The Crew Foreman shall provide effective leadership of assigned personnel and assure adherence to safety and specification requirements and/or perform the construction and maintenance and repair of either energized or de-energized overhead, underground, and substation electric utility plant.
- (c) To oversee and to ensure the fair and efficient extensions of the company's distribution system, under the supervision of the Line Operations Supervisors, so that members will have reliable and affordable service now and in the future.

2- Responsibilities and Duties

Below is a list of typical duties for which the Crew Foreman will be accountable/responsible. This list is not intended to include all responsibilities of this position but an outline of tasks indicative of the overall function of this job. Responsibilities include, but are not limited to:

- (a) Safety of assigned crew personnel and fellow employees affected by assignments;
- (b) Understanding and personally performing all duties in accordance with applicable Safety and Cooperative policy manuals, as well as reporting to Supervisor hazardous conditions for the safety of the employees, consumers and general public;
- (c) Work planning/scheduling and safety of assigned personnel;
- (d) In conjunction with supervisory duties, constructs, maintains and operates utility plant for the Cooperative in accordance with the Cooperative's policies and applicable laws;
- (e) Maintaining responsibility and authority in directing the activities of all personnel assigned to him/her in the construction and maintenance of all utility line work either energized or de-energized;

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- (f) Directing, supervising and assisting employees with duties responsible for but not limited to:
 - Installation and removal of poles, related hardware and cross-arm
 - Stringing wires
 - Handling and installing transformers, reclosers, regulators and related devices;
 - Operating and maintain substations;
 - Substation Maintenance
 - Tree trimming and limb removal
 - Underground primary and secondary
 - Transformer installation and related services
 - Residential and industrial service installations
- (g) Supervising/overseeing the construction and maintenance of the distribution facilities in conformity with established standards;
- (h) Overseeing/promoting the required adherence to all established safety rules, regulations, and practices;
- (i) Developing recommendations on the purchase and replacement of equipment;
- (j) Assisting with the establishing of adequate maintenance and service schedules;
- (k) Maintaining time and material records;
- (l) Coordinating maintenance and emergency planned switching routines with line superintendent. Acquires and/or maintains a working knowledge of all substation switching operations, system apparatus or devices;
- (m) Read meters as required;
- (n) Reviewing periodically the functions and activities of the line crews and associated positions and assisting the department head in establishing the organization structure best suited to carry out the objectives of the line section;
- (o) Analyzes and resolves work problems, or assists workers in solving work problems;
- (p) Directly supervises First Class Linemen, Second Class Linemen, Apprentice Linemen and Operators in the Operations Department;
- (q) Assist Management in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- (r) Providing input for development of annual budgets for the department;
- (s) Cost containment of projects and operating cost;
- (t) Inventory control within assigned area of responsibility;

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- (u) Reviewing and approving all invoices within assigned areas of responsibility;
- (v) Remaining abreast of technical changes in assigned activities (equipment, materials, RUS specifications, etc.);
- (w) Overseeing/assisting the general activities of and maintain favorable communication with direct report employee/s to ensure work is performed efficiently, in a timely manner and safely;
- (x) Quality and neatness of work performed;
- (y) The quality of information provided to auditors and financial consultants within assigned area of responsibility.
- (z) Providing assistance to other service personnel and helping maintain good departmental morale;
- (aa) Completing annual personal and departmental goals assigned by management;
- (bb) Completing/reviewing annual direct report employee/s evaluation/s;
- (cc) Participating and assisting with the Cooperative's Annual Meeting as needed;
- (dd) Being knowledgeable concerning South River Electric Membership Corporation's rate schedule, by-laws, service rules and regulations;
- (ee) Reporting problems and conditions promptly which warrant immediate resolution;
- (ff) Attending scheduled meetings;
- (gg) Personal productivity and adherence to schedules and deadlines for assigned work;
- (hh) Keeping assigned work area clean, neat and organized at all times;
- (ii) Acquiring and maintaining first aid/CPR certification;
- (jj) Performance of related duties as assigned or necessary.

3- Relationships and Contacts

Provides and acquires information and assistance necessary to assure the achievement of goals by the department and the cooperative.

Establishes and maintains including, but not limited to the following contacts and relationships for the purpose of coordination and communication.

- (a) Internal
 - VP of Engineering & Operations
 - Line Operations Supervisor(s)
 - Make contacts to satisfactorily carry out the responsibilities of this position.

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(b) External

- Make outside contacts to satisfactorily carry out the responsibilities of this position.

4- Education

High School Diploma or equivalent required. Associates Degree (2-year) in line-technology preferred.

5- Experience

Must have progressed through the lineman progression program with final classification as a First Class Lineman and in addition must have a minimum of 5 years of cumulative distribution overhead and underground line work experience.

Previous supervisory experience as a lead lineman or equivalent preferred.

Also, helpful to have progressive experience with a utility and a thorough understanding of a utility, specifically a cooperative.

6- Job Knowledge

Knowledge of the distribution system, OSHA rules and regulations and knowledge Of basic electrical and electronics theory required. Knowledge of overhead and underground construction and maintenance methods and procedures required.

Knowledge of substation operations required. Knowledge of service area is preferred.

7- Abilities and Skills

Must be able to maintain complete confidentiality in the performance of duties and responsibilities of the job. Must have good written and oral communication skills and good decision-making skills. Must have considerable skill in effectively dealing with a variety of people under different and sometimes difficult circumstances. Must have basic computer skills. Must be able to operate a motorized vehicle without the assistance of another employee. Must be able to carry out delegated work and handwriting must be neat and legible.

8- Qualities and Attributes

Must be professional, dependable, punctual, courteous, have a positive attitude and be flexible. Must have personal integrity and be a team player. Must be self-motivated with a strong work ethic and an ability to adapt easily to change.

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9- Physical Requirements

Required to pass a physical examination, job specific testing (Work Strategies-Work Steps Program) and drug testing when job offer is made.

Provided the applicant passes the physical examination, job specific testing and the drug testing, SREMC will move forward in the hiring process.

Must have the physical ability to perform the essential functions, duties and responsibilities of the job, which include, but are not limited to:

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- (a) The employee must frequently lift and/or move up to 50-75 pounds and occasionally lift and/or move up to 75-100 pounds.
- (b) Must have the ability to perform the outside duties of this position during extreme adverse weather conditions (temperatures above 90 degrees and below 30 degrees F., rain, sleet, snow, sleet, high humidity, etc.)
- (c) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- (d) While performing the duties of this job, the employee is regularly required to climb, balance, talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

10- Special Requirements

- (e) Must possess a valid NC Commercial Driver's License.
- (f) Valid First Aid/CPR card.
- (g) Must be willing to accept on-call & call-out assignments as necessary.

11- Work Conditions

The majority of the work schedule will be performed traveling to and working at various field locations within the service territory. While performing the duties of this job, the employee regularly works in high, precarious places and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee frequently works on rugged terrain. Also, hazards common to working around high voltage power systems and the noise level is usually loud.

REMARKS

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The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. In order to ensure maximum flexibility and efficiency and encourage cross training additional functions and requirements may be assigned by a supervisor/manager as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Revised: November 19, 2013
January 20, 2020
December 1, 2021
December 30, 2023

Reviewed: February 2021 (PFA)
July 13, 2022

South River EMC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.