

# *Columbus Electric Cooperative, Inc.*

P.O. BOX 631 · 900 NORTH GOLD · DEMING, NEW MEXICO 88031 · (575)546-8838

## **NOTICE OF POSITION OPENING**

DATE: January 26, 2023

POSITION: Journeyman Lineman

Effective immediately, Columbus Electric Cooperative, Inc. has an open position at the Deming, New Mexico office for a Journeyman Lineman. The position will be with the Deming Line Crew and requires the successful candidate to reside in the Deming area, no further than thirty (30) miles from the Deming headquarters building.

The position of Journeyman Lineman provides service, line construction, operation and maintenance of the Cooperative's overhead and underground distribution and transmission system. The minimum basic requirements are a valid New Mexico driver's license and a high school diploma or G.E.D., and a journeyman lineman certificate. The applicant will be expected to acquire a Commercial Driver's License within 90 days of employment. There are also physical requirements for the job contained in the job description. The Cooperative offers a competitive salary and benefits package.

Obtain an Application for Employment and submit to pre-employment background check at:

[www.columbusco-op.org](http://www.columbusco-op.org)

900 N. Gold, Deming NM

[www.jobs.state.nm.us](http://www.jobs.state.nm.us)

Please submit your completed Application for Employment, Resume and a Letter of Interest clearly stating the position applied for to:

Columbus Electric Cooperative, Inc.,

Human Resources

P.O. Box 631

Deming, NM 88031-0631

Fax to (575) 546-3128 or e-mail to [suem@col-coop.com](mailto:suem@col-coop.com)

This position will remain open until filled. This institution is an equal opportunity provider and employer.

**COLUMBUS ELECTRIC COOPERATIVE, INC.**

**DEMING, NEW MEXICO**

**JOURNEYMAN LINEMAN**

**1. OBJECTIVES:**

- a) To provide for effective and efficient operations, maintenance and construction activities on energized or de-energized lines with or without supervision.

**2. MINIMUM QUALIFICATIONS:**

- a) High school graduate or equivalent.
- b) Successful completion of a qualified four-year Journey Lineworker training program such as the Dennis Merchant Apprentice Lineworker Training Program is required. Certification as a Journey Lineworker through the US Department of Labor may be substituted for the Apprentice Lineworker training program.
- c) Must be willing to submit and pass a pre-employment physical ability and drug test and then agree to additional random drug testing if the position so required.
- d) Must reside within 30 min of the assigned (Deming or Animas) headquarters building
- e) Must be able to use a PC proficiently
- f) Must be able to walk in areas not suitable for vehicles
- g) Must be able to read and write in English
- h) Must be willing to attend training and work overtime

**i) JOB KNOWLEDGE:**

- (1) Must possess a working knowledge of the construction, operations, and maintenance of electric distribution lines, both overhead and underground, including meters, transformers, voltage regulators, capacitors, sectionalizers, and oil circuit reclosers; knowledge of REA RUS Construction specifications is desired and a portion of the National Electric Safety Code; must have sound knowledge of the proper and safe use of the tools and equipment used in line construction and maintenance of both energized and de-energized lines. Must have a thorough knowledge of first aid and CPR. Should be willing to attend courses relating to his/her area of work.

**j) ABILITIES & SKILLS:**

- (1) Must be skilled in underground and overhead line operation, in pole climbing, in operation of line construction equipment and in using lineman tools while working on the ground, on a pole and from a bucket truck. Must be skilled in properly and safely working with live conductors at distribution voltages. Must be skilled in all work required in connection with the installation of materials, apparatus, and equipment used in the construction and maintenance of electric distribution lines. Must have a valid Commercial Driver's license or be able to obtain one within 90 days of employment.



### 3. **RESPONSIBILITIES AND AUTHORITIES**

Within the limits of approved policies, operating guides and procedures assumes responsibility and has commensurate authority for the following activities:

- a) Investigates and remedies service interruptions and assists in evaluating the cause of the interruption to assure prompt restoration of service to customers and continued service reliability.
- b) Participates in the construction of distribution lines and services as assigned to provide new or improved service to our customers.
- c) Performs maintenance activities on energized or de energized lines to keep the system in a safe and operable condition.
- d) Assists in analyzing and evaluating operation and maintenance activities relative to customer facilities and assists in investigation and resolution of service problems to assure that installations and services are made in compliance with required specifications and to maintain customer confidence and satisfaction with our electric service delivery.
- e) Sets voltage regulators, conducts scheduled voltage and load surveys, assists in the preparation of analysis reports and takes such corrective action as is required to help assure that voltage levels on lines are within specifications.
- f) Conducts line patrol activities and takes corrective actions as deemed necessary to assure safe and reliable service to customers.
- g) Performs switching procedures when deemed necessary or as directed to facilitate operations.
- h) Installs sectionalizing equipment and assists with maintenance to provide continued reliable service within the required specifications.
- i) Hooks up single-phase and multi-phase transformer connections using the correct configuration to assure end user of proper voltage levels.
- j) Locates and marks underground cable routes as requested to allow others to safely dig without service interruption or cable damage.
- k) Directs the work activities of an Apprentice Lineworker as assigned and assists in the on-the-job training of Apprentice Lineworker during their four-year apprenticeship to insure safe working practices are followed and to help insure that they are capable of assuming Journey Lineworker duties after the training period is complete.
- l) Maintains security and street lighting and promotes the installation of improved lighting equipment to provide for a safe, secure environment during the evening hours.
- m) Makes secondary breaker changes and reconnects, disconnects, installs and removes meters at the request of the customer or Billing Department to assure timely compliance with member requests and/or Cooperative policy.
- n) Coordinates and oversees the work of outside contractors when assigned to assure compliance with required specifications and safe working conditions.
- o) Makes frequent checks of tools and protective equipment and submits recommendations for replacing defective materials to assure that they are safe and operable.

- p) Assists in the maintenance of vehicles and equipment assigned to work unit to assure that they are safe, operable, clean and that the required documentation is completed.
- q) Assists in the maintenance of vehicle material inventories and completes required documentation to assure proper material records are kept.
- r) Maintains material inventories and completes required documentation for assigned vehicle and projects to assure proper material, time and mileage records are kept.
- s) Attends and participates in safety meetings to become aware of safety rules and regulations and to help assure that safe working practices are followed and a safe working environment exists for the individual, fellow employees and customers.
- t) Maintains a current knowledge of first aid, CPR and other life saving techniques and performs these techniques as necessary to ensure that prompt attention is given to co-workers during emergencies.
- u) Reads meters and collects from customers with overdue accounts to assist the Billing Department in keeping accounts current and accurate. Communicate with customer, if possible, the need to change out their meter.
- v) Assures the maximum productive use of personnel, materials and equipment on assigned projects consistent with approved specifications and in compliance with established safe working practices and policies to assure a safe and productive work environment.
- w) Reviews assigned construction or maintenance projects and recommends to the assigned supervisor, the required personnel, materials and equipment needed to assure a timely and safe completion of the project.
- x) Coordinates the completion of assigned projects with other CEC crews and representatives of other utilities to assure proper coordination and completion of job assignment.
- y) Keeps informed of and provides support for Cooperative goals, policies, plans and programs to assist the Cooperative in providing services which meet the expectations of our customers and to allow the Cooperative to continue to be a positive influence within its service area.
- z) Performs other duties and special assignments as requested from time to time.

#### 4. **PHYSICAL DEMANDS:**

- a) Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling and reaching majority of the time. The proper use of Safety equipment is required.

5. **WORKING CONDITIONS:**

- a) Outside work in all kinds of weather. Majority of time spent out-of-doors. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust and dirt.

6. **POSITION SPECIFICATIONS:**

**Fair Labor Standards Act Provisions:**

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

## APPLICATION FOR EMPLOYMENT

### *COLUMBUS ELECTRIC COOPERATIVE, INC.*

Columbus Electric Cooperative, Inc. is an equal opportunity employer and does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, physical or mental disability or military status.

This Application is valid for thirty (30) days only. Consideration for employment after thirty (30) days requires a new Application.

POSITION SOUGHT \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF AVAILABILITY \_\_\_\_\_

#### **PERSONAL INFORMATION:**

Name \_\_\_\_\_  
Last First Middle

Physical Address \_\_\_\_\_  
Number & Street City State Zip Code

(If different from above)

Mailing Address \_\_\_\_\_  
Street or Box Number City State Zip Code

Phone Number \_\_\_\_\_ e-mail address \_\_\_\_\_

SSN: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you perform the essential functions of the position for which you are applying? (If you have any questions as to what functions are deemed essential to the position, please ask the interviewer before answering this question.) \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a valid driver's license?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state and license number? \_\_\_\_\_



Have you ever worked for this Company before? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, when? \_\_\_\_\_

Do you know anyone who works for this company? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, who? \_\_\_\_\_

Do you have any relatives or friends who work for or are affiliated with this company?

\_\_\_\_\_Yes \_\_\_\_\_No If yes, who? \_\_\_\_\_

**EDUCATIONAL INFORMATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: \_\_\_\_\_  
Name City State

Diploma/G.E.D. \_\_\_\_\_Yes \_\_\_\_\_No

College or Vocational \_\_\_\_\_  
Name City State

Number of years attended \_\_\_\_\_ Degree \_\_\_\_\_

Other School or Program \_\_\_\_\_  
Name City State

Number of years attended \_\_\_\_\_ Degree \_\_\_\_\_

Other School or Program \_\_\_\_\_  
Name City State

Number of Years attended \_\_\_\_\_ Degree \_\_\_\_\_

Other Training or Certificates \_\_\_\_\_

Professional Licenses of Membership \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_\_Yes \_\_\_\_\_No

State of Issue \_\_\_\_\_ Number \_\_\_\_\_

Have your driving privileges ever been suspended or revoked? \_\_\_\_\_Yes \_\_\_\_\_No

As a driver, have you been in a vehicle accident in the past three years?

\_\_\_\_\_Yes \_\_\_\_\_No

**EMPLOYMENT HISTORY:** Begin with most recent employment first.

Have you ever been terminated from employment? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, by whom and why? \_\_\_\_\_

\_\_\_\_\_

Are you currently employed? \_\_\_\_\_Yes \_\_\_\_\_No Since when? \_\_\_\_\_

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Number & Street

City

State

Zip Code

Phone Number \_\_\_\_\_

Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

e-mail address \_\_\_\_\_

May we contact this employer? \_\_\_\_\_Yes \_\_\_\_\_No

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Number & Street

City

State

Zip Code

Phone Number \_\_\_\_\_

Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

e-mail address \_\_\_\_\_



Employer Name\_\_\_\_\_

Address\_\_\_\_\_

Number & Street	City	State	Zip Code
-----------------	------	-------	----------

Phone Number\_\_\_\_\_ Position\_\_\_\_\_

Name of Supervisor\_\_\_\_\_ e-mail address\_\_\_\_\_

Employer Name\_\_\_\_\_

Address\_\_\_\_\_

Number & Street	City	State	Zip Code
-----------------	------	-------	----------

Phone Number\_\_\_\_\_ Position\_\_\_\_\_

Name of Supervisor\_\_\_\_\_ e-mail address\_\_\_\_\_

**REFERENCES:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Number & Street	City	State	Zip Code
-----------------	------	-------	----------

Phone Number\_\_\_\_\_ e-mail address\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Number & Street	City	State	Zip Code
-----------------	------	-------	----------

Phone Number\_\_\_\_\_ e-mail address\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Number & Street	City	State	Zip Code
-----------------	------	-------	----------

Phone Number\_\_\_\_\_ e-mail address\_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this Application are true and accurate to the best of my knowledge and I authorize Columbus Electric Cooperative, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Columbus Electric Cooperative, Inc. from any and all liability of whatever kind and nature which, at any time, could result from obtaining or having an employment decision based on such information.

I understand that Columbus Electric Cooperative, Inc. strives to maintain a drug and alcohol free workplace and that after an offer of employment is extended a medical examination may be performed and that such examination may include a drug or alcohol screening procedure.

I understand that, if employed by Columbus Electric Cooperative, Inc., falsified statement of any kind or omissions of facts called for in this Application or in any medical examination shall be considered sufficient basis for denial of employment or for dismissal from employment.

I understand that neither the completion of this Application nor any other part of my consideration for employment establishes any obligation for Columbus Electric Cooperative, Inc. to hire me.

I understand that Columbus Electric Cooperative, Inc. may inquire about my arrest or conviction history upon discussing employment with me. I further understand that if I have a certain criminal history, Columbus Electric Cooperative, Inc.'s employment policies or other applicable laws could disqualify me from employment in particular positions with Columbus Electric Cooperative, Inc.

I understand that should an offer of employment be extended by Columbus Electric Cooperative, Inc. and accepted by me, I agree to fully adhere to all policies, rules and regulations of employment of Columbus Electric Cooperative, Inc. I further understand that neither the policies, rules or regulations of employment or anything said during the interview and hiring process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at-will and that either I or Columbus Electric Cooperative, Inc. may terminate my employment at any time with or without notice or cause.

I understand, that if employed by Columbus Electric Cooperative, Inc., applicable laws require me to provide certain information, including date of birth and country of origin and to prove my eligibility for employment by providing certain documents establishing my identity and employment eligibility.

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_