



## Internal/External Job Posting

<b>Job Title:</b> Crew Foreman	<b>Posting Time Frame:</b> March 4, 2026 - until filled
<b>Reports To:</b> Electric Operations Manager	

The following position will be posted internally and externally until it is filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at [www.highwest.coop](http://www.highwest.coop). This position is based in Potter, NE.

### POSITION SUMMARY:

Supervises journeyman linemen, apprentice linemen, and operators in all types of construction, maintenance, troubleshooting, and retirement of facilities. Plans daily work to get the most benefit from his/her crew with assistance from the Operations Manager.

### ESSENTIAL DUTIES AND TASKS:

1. Exude our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates High West Energy's mission, goals, and strategies while serving the cooperative.
3. Exhibits excellent customer service externally with members/customers and internally with High West Energy employees (cooperation, timely paperwork, etc.).
4. Assists in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Daily supervises and personally works with a crew of employees engaged in various skilled and unskilled tasks in the electric system's construction, maintenance, and operations.
6. Frequently constructs underground or overhead electrical lines, which includes, but is not limited to: digging pole and anchor holes, framing poles, setting poles and anchors, stringing, sagging, and connecting conductors, installing pad mount gear and underground conductors, and related tasks of new construction on energized and de-energized lines.
7. Performs various duties related to customer service, including reading meters, making service changes, troubleshooting service outages, disconnecting and connecting services, voltage testing, and locating underground lines.
8. The candidate must be able to drive automotive equipment and maintain a current driver's license applicable to the class of vehicles to be driven. The candidate must also have a thorough knowledge of applicable traffic laws and rules governing safe driving practices. The candidate must operate and maintain the vehicle(s) safely and efficiently, practicing good housekeeping with the vehicle(s) and associated equipment as assigned.
9. Frequently maintains underground and overhead distribution and electric transmission systems by replacing damaged transformers, circuit breakers, regulators, conductors, insulators, meter loops, poles, switching gear, and related equipment on energized and de-energized lines.
10. Performs monthly substation inspections.
11. Performs related duties to line construction, including accounting for materials, stocking trucks, loading and unloading materials, and inspecting distribution and transmission lines for necessary maintenance. Manages and schedules any necessary line locates.
12. Ensures apprentice linemen receive proper instruction and guidance. Participate in apprentice reviews.

13. Recommends measures to improve construction and maintenance methods, equipment performance, and product quality.
14. Submits all required paperwork to comply with the Cooperative's rules and government regulations.
15. Enforces and adheres to the Cooperative's safety regulations.
16. Interprets staking sheets to workers and assign duties.
17. Establishes or adjusts work procedures to meet construction and maintenance schedules.
18. Suggests changes in working conditions and use of equipment to increase efficiency.
19. Analyzes and resolves work problems or assists workers in solving work problems.
20. Initiates or suggests plans to motivate workers to achieve work goals.
21. Participate in periodic supervisory meetings and development assignments.
22. May require company-paid travel and overnight stays for training or storm work.
23. Must live and have a primary residence within 20 miles of assigned home base.
24. Requires rotating through an on-call/standby schedule and periodically extended hours, including storm work.
25. Perform other duties as assigned.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Administrative Indoor Environment: Employees perform tasks mainly while sitting or standing at a desk or table, but occasionally outdoors, covering the entire building and grounds.

Operational Outdoor Environment: Employees perform both indoor and outdoor tasks. Indoors, work typically involves office tasks, such as sitting or standing at a desk or table. Outdoors, employees may face extreme weather conditions, noise exposure, vibrations, electrical shock risks, emergency climbing, and exposure to machinery and moving parts. This position requires operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West Energy employee shall:

- Adhere to the High West Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Energy's safety meetings as assigned.
- Comply with all National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Public Service Commission (PSC), and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Take responsibility for their safe work practices and the safety of others.

**PHYSICAL REQUIRMENTS (IF ANY):**

- Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 50 pounds unassisted. Lifting objects over 50 pounds assisted may be required. Reasonable accommodations may be made to those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.
- Must possess manual dexterity and visual acuity, as well as the ability to listen and communicate orally effectively constantly.
- Manual dexterity is required to maintain proper safety while performing line construction work, including work from the pole in hooks or in the bucket, driving the line truck to and from the job, and operating a winch truck or line construction vehicle normally.
- Manual dexterity is required to maintain proper safety while performing link construction work, working from pole off of gaffs or in the bucket, driving the line truck to and from the job, and operating a digger derrick or line construction vehicle normally.

- Constantly listens, communicates orally, and uses visual acuity to locate possible hazards while performing the position's duties.
- Constantly stands and walks on the ground while working off the pole in hooks and/or in the bucket to perform construction and/or line maintenance.
- Frequently sits in a line truck to drive and/or ride to various line construction sites. The average number of miles and the amount of time driving/riding would vary depending on the services to be connected or maintained each day.
- Frequently bends, stoops, and squats to maintain line services and/or line construction and to read or change meters.
- Frequently pushes and/or pulls wires to the pole.
- Frequently reaches above, at, and below shoulder level to maintain line services and/or line construction.
- Frequently twists while performing maintenance of line services and/or line construction.
- Occasionally climbs and balances on a ladder, as well as poles.
- Occasionally kneels and crouches in specific underground installations and pole framing on the grounds.

#### **SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:**

- Successful performance on pre-employment tests may be required.
- The incumbent must pass any required drug tests, alcohol tests, new hire physical examination, and background checks.
- The incumbent must maintain the confidentiality of any information encountered.
- Ability to communicate effectively with consumers and employees.
- Ability to direct the work of others and deal with conflict resolution.
- Ability to prioritize assignments.
- Understanding of the EPA and PCB regulations.
- Knowledge of the RUS guidelines.

#### **MACHINES, TOOLS, AND EQUIPMENT**

Tools and equipment could include, but are not limited to:

- Electronic devices, essential office equipment, and various hand tools.
- Aerial lift, trencher, digger derricks, dump trucks, forklift, cable plow, tampers, skid steer, backhoe, ATV/UTV, vactron, loaders, snowmobiles.
- Chainsaw, air hammer, tree trimmer, boring tools, snowplow, crimping tools, hydraulic tools, compressor, torches, portable generator, shovel, chipper, various hand tools, climbing gaffs, and fall-resistant belts.

#### **QUALIFICATIONS:**

- A high school diploma and a minimum of six years of line experience and successful completion of the Apprentice Program are essential.
- Class A CDL is required before starting employment. Employees must maintain an active license and transfer it to the state where they reside within six months of being hired.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

❖ **The Company reserves the right to revise and alter this job description as needed.**

**We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.**