

GROUNDMAN INTERN**I. POSITION SUMMARY**

Assists line crews in the construction, maintenance and operation of overhead and underground distribution lines. Operates vehicles, performs groundwork, and keeps informed on and complies with all safety policies, procedures, rules and regulations.

II. REPORTING RELATIONSHIPS

A. Reports to: District Foreman

III. MAJOR RESPONSIBILITIES

- A. Sets anchors, sets, aligns and frames poles according to REA qualifications as directed.
- B. Attends lineman on pole at all times.
- C. Helps load and unload poles, transformers and other items.
- D. Helps check material in and out of the warehouse.
- E. Assists in building line and facilities, as directed. Helps account for all material used and returns it to the warehouse.
- F. Trims with pruning sticks and cuts trees as required.
- G. Sees that all material and tools are properly placed on vehicles and kept in an orderly manner. Reports the need for repairs on tools and vehicles. Helps repair tools and equipment as necessary.
- H. Performs work to connect service to meter pole or building and reads meters when required.
- I. Helps set and remove meter loops, transformers, switches, regulators and other electrical apparatus.
- J. Observes hazards that exist or develop during operations, falling objects, dangerous positions of linemen on poles, poor footing, road traffic and

warns crew of same. Becomes familiar with protective equipment and its application.

- K. Adhere to encourage United safety policies and procedures and offer recommendations to your supervisor to enhance the cooperative's safety culture.

This position is one of active training. See attached Personal Development Plan –Helper with complete list of knowledge and tasks required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be interpreted as an exhaustive list of all responsibilities.

The **Groundman** shall be required to perform any other duties assigned to fulfill the objectives of the cooperative.

IV. EXTERNAL RELATIONSHIPS

- A. Member-Consumers: Courteously responds to inquires, and if unable to do so, directs them to the appropriate person. Makes every effort to increase their understanding and acceptance of the Cooperative's plans, programs and policies.
- B. General Public: Maintains good relations in all contacts.

V. POSITION SPECIFICATIONS

Job Knowledge, Training and Education: Requires high school diploma or equivalent and one to three months related experience and/or training. Must acquire within a reasonable time span knowledge of appropriate cooperative safety rules and regulations, RUS Material Specifications, policies and procedures pertaining to their respective job assignments. Safety rules and regulations are detailed in the TJ&S Loss Control Program Safety Handbook, the American Public Power Association Safety manual and the National Electric Safety Code.

Equipment Operated: Must be able to operate assigned equipment including buckets, forklift, backhoe, trencher, winches, drills, chainsaws and high compression tools. Must possess or obtain a valid Texas commercial driver's license.

Abilities and Skills: Must be able to learn and apply information from technical manuals in the completion of duties. Must be able to complete reports and other paperwork and should be able to perform mathematical calculations. Must be familiar with the National Electrical Safety Code and RUS Materials Specifications utilized in the construction and maintenance of underground and overhead distribution and transmission lines. Must know and practice first aid and cardiopulmonary resuscitation.

Physical Effort: Must be able to perform all activities listed in the job description with or without reasonable accommodation. Position spends a major portion on the ground providing assistance to line personnel. Frequently lifts materials and equipment weighing up to 25 pounds and occasionally up to 100 pounds. Shovels dirt, works around noisy equipment and visually inspects work for safe connections. Under direction of senior personnel may work around energized line which must be handled according to National Electrical Safety Code specifications to avoid electric shock.

Working Conditions: This position requires working outside in all kinds of weather. Irregular hours including nights, weekends and holidays. Some overtime may be required.