

POSITION DESCRIPTION

A. Position : **Groundman**

B. Position Function:

1. To build, maintain and repair overhead and underground power distribution and transmission lines within the scope of his/her training and certification in a safe and efficient manner within accepted operation standards, approved policies and procedures.

C. Reporting Relationships:

1. Reports to: Line Superintendent, Line Foreman, Working Foreman, Journeyman Lineman and Apprentice Lineman, respectively.

D. Duties and responsibilities:

1. Use Groundman-level knowledge of electrical line work to safely construct and maintain electric transmission and distribution lines.
2. Must have general and specific knowledge of equipment and operate equipment in order to construct and maintain electrical systems, both cold and energized (hot) lines.
3. May be required to drive, operate and maintain truck. Inspect truck and trailer for proper and safe loading and binding prior to driving or operating vehicle.
4. Inspects existing power lines looking for problems, locates and repairs problems and retires old power lines as required.
5. Responds to power outages, customer problems and trouble shoots to restore power in a timely manner.
6. Maintains current knowledge of equipment, RUS specifications, OSHA regulations, mapping system, Cooperative policies and other operational and regulatory systems related to the responsibilities of the position.
7. Serves on-call per CVEC policies and assists in restoring electric service while on-call.
8. Assist line and service crews as required.
9. Installs and disconnects meters and reads and records data as required.
10. **The list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. Other Information:

The Groundman is responsible for insuring the continuous performance and reliability of the Cooperative's distribution lines. Within the parameters dictated by managers, foremen, apprentice linemen, Cooperative Policy and applicable RUS, OSHA, DOT, and other regulatory requirements, this position has limited autonomy and latitude to identify and solve problems and make decisions necessary to manage the operation of the electric distribution system dependent on training, experience and certification.

F. Internal Relationships:

1. Line Department
 - a. Line Superintendent, Line Foreman, Working Foreman, Journeyman
 - b. Servicemen-Works with the servicemen as needed and directed.
 - c. Groundman- Directs and guides the training of lower level ground man.
 - d. Other employees-Maintains harmonious, courteous and understanding relationships, while fostering a collaborative teamwork environment.
2. Reporting Relationships
 - a. Although the Groundman may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. The Groundman may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Line Superintendent.

G. External Relationships:

1. Members- Provides helpful, courteous assistance and service.
2. General Public-Presents a friendly, courteous image for the Cooperative.
3. Power Companies and Other Cooperatives- Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships.
4. Legal and Regulatory Agencies- Maintains professional relationship with agencies and organizations involved in safety and other applicable regulations.

H. Position Requirements:

1. Skills and knowledge normally acquired through a high school diploma.
2. Must possess knowledge of RUS line specifications, National Electric Safety Code, OSHA Rules and Regulations and cooperative policies and procedures.
3. Must possess basic technical utility knowledge, skills and abilities to set poles, operate heavy equipment and use tools and machinery.
4. Must be able to effectively read and follow operations and safety manuals.

5. Must be able to follow directions and work with journeymen, servicemen, apprentice linemen and warehouse personnel as assigned.
6. Must be able to communicate with other journeymen, apprentice linemen, and line foreman and others to solve problems as required.
7. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday, and must be available to respond after normal working hours and on weekends.
8. Must be able to perform the essential functions and elements of this position competently following an initial orientation period.
9. Must possess good judgment skills as the work may be varied with problems that are difficult and methods and procedures that are defined.
10. Must be a team player.
11. Must possess a high level of integrity.
12. Must be honest and trustworthy.
13. Must be courteous and friendly and able to work well within diverse groups of people.
14. Must be able to gain and maintain the respect of others, both inside and outside the Cooperative.
15. Must be able to operate and use heavy equipment, power and hand tools in field operations. This will include (but is not limited to) hydraulic tamps, power line conductors, secondary wires and volt/ohm meters.
16. Must be able to travel through out the service area. Other travel outside the service area may be assigned.
17. Must possess a valid New Mexico driver's license, and have the ability to obtain a Commercial Driver's License as required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

I. Physical Demands:

1. Good physical condition and dexterity is required. This includes walking, stooping, bending, climbing, kneeling, crawling, pushing, pulling, working in awkward positions and enclosed spaces. Lifting up to 75 lbs. is frequently required, with occasional lifting in excess of 75 lbs.
2. Must be able to communicate clearly and accurately and possess good hearing as needed for work and safety compliance in a hot line environment.
3. Must possess visual color perception in order to differentiate wire and part colors.
4. Must be able to work mostly outside in close proximity to hot line construction and maintenance of energized conductors in varying weather conditions.

5. Must be able to work safely due to exposure to the hazards of electrical shocks and burns.
6. Must be willing to submit to random alcohol and drug testing per company policy.

Employee

Date

Line Supervisor

Date