

**Concho Valley Electric Cooperative, Inc.**  
**Position Description**

**Position Title:** Groundman  
**Departments:** Line Department  
**Reports To:** Foreman  
**Oversees:** No One  
**FLSA Status:** Non-Exempt  
**NRECA Job Code:** 55-6455  
**Revised:** 09/2025

**GENERAL DESCRIPTION:**

A Groundman works under the supervision of linemen and assists them in various tasks relating to the installation and maintenance of the electrical power system.

**PURPOSE:**

A Groundman is training to become a lineman. To do so, Groundman assists linemen in basic duties, attends local training, and travels for training to gain knowledge and skills.

**ENVIRONMENT:** Work is predominantly outside in the weather; primarily away from the CVEC office, with some exposure to potential hazards such as mechanical, electrical, fire potential, and pathogens (during first aid).

**INTERNAL CONTACTS:** Line Superintendent, Service and Line Crew Personnel, warehouse personnel, and other CVEC employees

**EXTERNAL CONTACTS:** Member-Consumer and Job Training & Safety Instructor.

**DUTIES AND TASKS OF THE JOB:**

- Digs holes and assists in setting and framing poles
- In compliance with all safety rules and practices and traffic laws.
- Must possess a valid Texas CDL with a good driving record or be able to obtain it during the agreed upon CDL class. Will be required to keep CDL updated.

- Attend climbing school and demonstrate the ability to climb within the first year of employment. Will be added to the On-Call list once Pole Top Rescue Certified.
- Practices and performs CPR.
- Should be able to read a meter.
- Begin learning basic electrical theory.
- Learn basic work order and service order procedures.
- Studies Construction Standards regularly.
- Assembles, on the ground, conductor dead-end assemblies for linemen.
- Attend linemen on poles. Sends tools and materials to linemen on poles, with approved handline.
- Sets up reels and strings wire.
- Helps load and unload material, poles, transformers, and other items.
- Helps retire old lines and facilities; helps account for materials.
- Trims and cuts trees and brush.
- Helps set and remove meter loops, transformers, switches, regulators, and other electrical apparatus, un-energized circuits only.
- Helps with emergency maintenance after hours.
- Helps splice broken conductors, replace broken poles, damaged apparatus, and facilities; reset reclosers; replace fuses, and other equipment from the ground.
- Trenches for anchor-rod and drives ground rods.
- Assists in setting poles in hotline, under close supervision.
- Operates and maintains hand and power tools.
- Patrol power lines for hazards, etc.
- Digs, hauls, and fills trenches for underground cables and apparatus.
- Reads company maps.

- Operates radio equipment.
- Install and remove energized secondary meters.
- Operate energized primary and secondary equipment from the ground.
- Learns Cooperative service area, transmission, and distribution system.
- Learns Cooperative's tariff policies that apply to Linemen duties and general employment.
- Assists in the installation of transformers, wiring of transformer banks, regulators, capacitors, and other equipment.
- Must be able to operate equipment including bucket trucks, digger trucks, and other related equipment.
- Perform daily and monthly (or other) inspection schedules for trucks and other equipment.
- Must be able to effectively communicate with fellow employees and members and to express oneself orally and in writing, in English, with tact and diplomacy. Must be a self-starter, be able to perform duties with little or no supervision, and have the ability to follow instructions well.
- Assist with the Annual Meeting, if needed.
- Must be regular in attendance.
- Attends Safety Meetings
- Performs all other reasonable and proper duties/tasks assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** High school or equivalent; must be able to perform reading and writing skills as related to the job.

**PHYSICAL DEMANDS:** Occasionally moves up to 50 pounds above the shoulders, waist-high 75 pounds, the waist to floor 75 pounds, and must be able to carry 75 pounds 10 feet; physical nature of work includes standing, walking, climbing, sitting, stooping, bending, reaching, kneeling, crouching; must drive a vehicle; depth/distance visual ability and eye-hand coordination important. Must have sight and hearing to be able to see and hear working conditions from a safety standpoint. Must be able to walk distances up to one mile in uneven terrain.