

**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:** 15W  
**Revised:** 09/2017

**GENERAL DESCRIPTION:** Receives visual supervision hourly and daily; must follow written guidelines, procedure manuals, operational instructions and checklists; gathers information on meters; carries a cell phone when on call; can be called back for emergencies, works overtime when needed. Required to be on call.

**PURPOSE:**

- Provide assistance to linemen, and train for basic duties/skills.
- Provide assistance to servicemen during temporary assignment to a service crew.
- To determine if employee wants to enter training in linework.
- Enable the Cooperative to determine whether or not the employee has the basic skills, interests, and abilities for live work.

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

**INTERNAL CONTACTS:** Designated Foreman or Lineman, Line Superintendent, Service and Line Crew Personnel, warehouse personnel.

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

### **DUTIES AND TASKS OF THE JOB:**

- Work will be confined to the ground. (Exception – working on climbing skills. **Un-energized poles only**)
- Under no circumstance will a work assignment place the Groundman in contact with an energized line, regardless of the voltage. (Exception – checking voltage in a meter base)
- When offering assistance to other utilities off CVEC's home system, the Groundman shall not be permitted to climb energized poles or structures and shall only perform Service Helper/Groundman duties.
- Helps dig pole and anchor holes.
- Helps set and align poles and anchors, including setting a pole in energized circuits.
- Complies with all safety rules and practices and traffic laws.
- Must possess a valid Texas CDL license with good driving record, or be able to obtain within 90 days. Will be required to keep CDL updated.
- Shall attend climbing school within the first 90 days of hire or as quickly as can be scheduled, whichever comes first.
- Employee must demonstrate the ability to climb within the first year of employment.
- Practices and performs CPR.
- Should be able to read a meter.
- Reports needs for repairs.
- Begin learning basic electrical theory.
- Learn basic work order and service order procedures
- Studies Construction Standards on a regular basis.
- Assembles and installs, on the ground, guy assemblies.
- Frames and installs, on the ground, various pole top assemblies.
- Sends tools and materials to linemen on poles, with approved handline.

- Assembles, on the ground, conductor dead-end assemblies for linemen.
- Attend linemen on poles at all times.
- 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 conductor, replace broken poles, damaged apparatus and facilities; reset reclosers; replaces fuses and other equipment from the ground.
- Trenches for anchor-rod and drives ground rods.
- Assists in setting poles in hot line, under close supervision.
- Operates and maintains hand and power tools.
- Patrols power lines for recognizing 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 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/owners 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 Annual Meeting, if needed.
- Follows safety rules and guidelines.
- Performs all other reasonable and proper duties/task assigned.
- Must be regular in attendance.
- Attends Safety Meetings

**EDUCATION AND EXPERIENCE REQUIREMENTS:** High school or equivalent preferred; 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.

1. Must have sight and hearing to be able to see and hear working conditions from a safety standpoint.
2. Must be able to walk distances up to one mile in uneven terrain.