



## Groundman/Helper – Electric

### **FSLA:**

Non-Exempt

### **GENERAL SUMMARY:**

The Groundman/Helper performs numerous duties involved in the maintenance and construction of overhead and underground lines in both energized and de-energized states. The work often involves climbing poles and/or working from a bucket truck. This position requires a working knowledge of the City's distribution system and of the line equipment which they install and maintain. This position is required to be on-call.

### **SUPERVISION:**

Under the general supervision of the Electric Crew Leader. Must show independence. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Operate a variety of equipment including trucks, bucket truck, air compressors, circular saws, electric drills, and other similar equipment and machinery in repairing and installing electric lines.
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.
- Have knowledge of compete City-wide electrical system and operate distribution center.
- Complete repairs on lines in energized and de-energized states.
- Complete daily work log and work orders as required by appropriate division staff member.
- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Installs, removes, and relocates transformers, service drops, circuit breakers, conductors,

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Identify and collect equipment needs for each assigned site; stock truck with materials and supplies as required.
- Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- May repair fences as assigned; cut or trim vegetation as requested including trimming trees; mowing; weed eating; remove and transport a variety of debris.
- Attend to all electrical maintenance on City facilities.
- Attend training classes as required by supervisor.
- Respond to emergency situations as required including hazardous and severe weather conditions; work on-call (24 hours call out – 7 days a week).
- Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS:**

#### **EDUCATION**

Requires a High School Diploma/GED.

#### **EXPERIENCE**

Minimum experience as Groundman/Helper with the ability to trouble shoot, climb poles, and repair electric line problems. Must have strong reading, mathematical, and written skills.

#### **LICENSES AND CERTIFICATES**

Must possess a valid driver's license.

Possession of a valid Class A Texas driver's license or obtain a Class A Commercial license within 90 days of employment. Failure to obtain Class A driver's license within 90 days of employment will result in non-disciplinary termination.

### **COMPETENCIES:**

An employee's performance will be evaluated on seven competencies.

- Communication
- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Safety
- Dependability/Attendance

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

#### **Knowledge of:**

- Uses of purposes of general construction and maintenance of tools and equipment.

- Proper safety precautions related to all work performed.
- City’s distribution system and of the line equipment used.
- Methods, techniques, and procedures related to an assigned area of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

**Skill in:**

- Operating and using hand tools, mechanical equipment, power tools, and other equipment required for projects in a safe and efficient manner.
- Using various types of manual and electrical tools.

**Ability to:**

- Work on-call.
- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Climb utility poles to perform essential electric duties.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Complete paperwork as required (work logs and work orders as example).
- Complete mathematical equations.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver’s license check, and employment verification check.
- Meet City’s driving standards.

**WORK HOURS:**

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Holidays and weekends as required by supervisor.
- On-call (after hours) as necessary.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		

Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance			X		
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights ≥ 3 feet				X	
Operate machinery				X	

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	F	R
Waist – Overhead	F	F	F	O	R
Carry	F	F	F	F	F
Push/Pull	F	F	F	F	F

Hearing acuity:	N/A	__	Average	X	Low	__
Visual acuity:	N/A	__	Average	X	Low	__
Manual dexterity	N/A	__	Average	X	Low	__

<b>Percent of time spent:</b>	
Standing	66%
Sitting	33%
Walking	66%