

**Glacier Electric Cooperative
JOB DESCRIPTION**

JOB TITLE: GROUNDMAN

EXEMPT (Y/N): No
SUPERVISOR: As Assigned

LOCATION: Cut Bank and Browning
DATE REVIEWED: September, 2008

SUMMARY:

Personnel in this classification must be able to acquire within a reasonable time, operation of various vehicles and equipment, safety rules and regulations, and a knowledge of system geography. Must be able to perform non-climbing tasks necessary to assist other line personnel in the satisfactory operation, construction and maintenance of overhead and underground electric distribution and transmission system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Keeps the lineman under constant observation, warning him in advance of any hazard due to his position, particularly when working on energized lines or equipment. THIS IS THE GROUNDMAN'S MOST IMPORTANT DUTY.

Performs the non-climbing tasks associated with tree trimming and clearing, including the use of hand and power saws, being aware of the hazards involved with falling timber, rolling timber, and cutting tools. Will trim, pile, and dispose of brush. Will keep the tree trimmer under constant observation apprising him of any hazard in advance, due to his position.

Is responsible for becoming acquainted with, knowing and personally performing all duties in accordance with applicable safety rules, regulations and practices.

Become thoroughly familiar with the prescribed procedure and assist in the loading and unloading of poles in the yard and on the job site, and will ensure wheel chocks are put out whenever necessary, that flags are put on the poles, and that pole buckles or binders are in place and the load is secure.

Load trucks, taking into consideration the proper placement and security of the load to provide safe transportation and convenient unloading of materials and tools.

Acquire a thorough knowledge of nomenclature and use of materials and proper application of hand tools commonly used, being able to identify them and locate them on the trucks and in the warehouse. Will assist the supervisor assigned to and ensure the proper reporting of the use and return of all line material.

Suggests to supervisor assigned improvements which can be made in work procedures and in the purchase and repair of materials, supplies, equipment and tools.

Setting of poles and anchors, utilizing hand tools when mechanical digger is unavailable or not practical, taking care to make the hole the right depth and diameter and angle.

Keeps time sheet and submits to supervisor.

Participates in safety and other employee meetings.

Assists in framing poles. Must know how to assemble units most commonly used with the aid of the

REA "Spec Book."

Installs anchors and ground rods; tightens and secures guy wire to anchor rod.

Able to raise and lower tools and materials for use on the pole in accordance with the procedures prescribed by the Cooperative.

Assist in stringing conductor which will include the paying out, splicing, and hoisting by means of a hand line.

Assist in hoisting transformers, sectionalizing equipment, and other heavy equipment, utilizing proper hitches, slings and hoists used by the Cooperative.

Gain and maintain knowledge for the storage, care, and use of safety equipment, including rubber gloves, line protectors, personal and truck grounds, hot sticks, cover-ups, safety glasses, hard hats and any others furnished by the Cooperative.

Learns and uses prescribed signals for wire stringing, boom and crane work, etc.

In case of sudden illness or injury, will administer First Aid or CPR whenever necessary. Must practice and be able to do pole top or bucket rescue in an emergency within his limitations.

In case of fire will be able to properly utilize fire fighting equipment provided. He will exercise due care and caution to prevent fires and will assist in keeping the equipment in operable condition by reporting use and empty extinguishers.

Operate the two-way communication system as prescribed by the FCC and the Cooperative. Must learn and be able to use the emergency procedure.

Responsible for the cleanliness of the working area including the proper disposition of brush and scrap or salvageable materials and is responsible for the orderly return of tools and material to the truck and warehouse.

Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS REQUIRED:

Must have demonstrated during probationary period ability to handle all duties required of someone in this position classification.

EDUCATION and/or EXPERIENCE:

Must have at least six months previous utility work experience in line construction or completion of a lineman school is preferred.

High school graduate or equivalent is required.

PHYSICAL REQUIREMENTS:

Must be physically and mentally able to continuously perform strenuous tasks such as lifting weight at least 75 pounds; carrying weight at least 75 pounds, and holding over long periods of time; able to walk for up to eight hours outside in all types of weather and over all types of terrain; and be willing to accept duty calls under adverse weather conditions 24 hours per day.

Initial and annual medical evaluation required to determine ability to perform essential job functions and subject to random drug testing.

OTHER REQUIREMENTS:

Must have and maintain a minimum Class A, Type 2, Commercial Drivers License and must be able to provide documentary proof.

Must be able to travel and stay overnight away from the Cooperative service area for training meetings or representing the Cooperative as required.

SUPERVISION RECEIVED:

Reports to supervisor assigned

RELATIONSHIPS:

INTERNAL

Foreman or Journeyman Lineman: to cooperate with, to receive and follow instructions, to learn and receive linework training from, and to keep informed on progress, plans, programs, and activities.

Other Personnel: to cooperate with in maintaining good working relationships and improved morale and to exchange ideas, information and job experience that will benefit the organization and to insure the continued progress of the Cooperative.

EXTERNAL

Members: to try and satisfy all member complaints, to promptly handle outages and other service calls; to promote the efficient use of electricity and to make every effort to respect their property at all times.