

Coleman County Electric Cooperative, Inc.
Apprentice Lineman and Groundman
Position Description

GENERAL DESCRIPTION: Groundman is an entry level position in the line of progression for Lineman. The Groundman performs various manual labor type tasks at the work site to assist crew members such as loading and unloading supplies and materials, cutting brush, digging ditches and assisting in preparing materials for the Lineman to install. Groundman are expected to learn the Lineman job through on-the-job training, as well as, through classroom-type training provided by the Cooperative. Groundman must demonstrate competencies through assessment and/or job evaluation in order to progress to Lineman classifications. The Groundman is directly responsible to the Line Foreman and the First Class Lineman.

Perform work that includes day to day operations and activities of the Operation's Department. Requires an in-depth knowledge of the Cooperative's policies, procedures and safety rules and state and federal rules and regulations. Requires excellent human relation and communication skills.

REPORTS TO: Line Foreman and Line Superintendent

ENVIRONMENT: The work is subject to outside environmental conditions, those being both extreme heat and extreme cold at times, with no effective protection from the weather. The work includes exposure to oils, chemicals, vibration, loud noises and other hazards relative to the construction, operation and maintenance of the Cooperative.

EXTERNAL CONTACTS: Cooperating with members and the general public and assisting them in a friendly and courteous manner. Also, promotes an understanding and acceptance of the Cooperative's objectives, viewpoint and programs.

INTERNAL CONTACTS: Establishing and maintaining pleasant working relationships with all fellow employees in achieving the objectives of the Cooperative.

DUTIES AND RESPONSIBILITIES:

- a. Carry out in a safe, economical and efficient manner oral and written instructions as a helper to Lineman on construction and maintenance work and drive trucks, dig holes, trim trees and perform other jobs as assigned.
- b. Duties apply to all cooperative locations unless noted.
- c. Gain knowledge of Distribution System in order to perform the job more efficiently and to qualify for achievement; become familiar with Cooperative distribution and transmission system and learn how to read a system map.

- d. Assist in the proper use and care of all tools and equipment and report in writing to the Line Foreman and/or Supervisor(s) any equipment working improperly or in need of repair.
- e. Must be able to drive automotive equipment and maintain a current driver's license applicable to class of vehicle to be driven and must have a thorough knowledge of applicable traffic laws and rules governing safe driving practices. Must operate and maintain vehicle(s) in a safe and efficient manner, practicing good housekeeping with said vehicle(s) and associated equipment as assigned.
- f. Understand and personally perform all duties in accordance with applicable safety and policy manuals, as well as, report to Supervisor(s) hazardous conditions and needed maintenance in field or office, such as checking for trees in line, rotten poles, etc.
- g. Maintain in an accurate and prompt manner, required oral and/or written reports.
- h. Conduct oneself in such a manner as to contribute a better understanding of the Cooperative when in contact with members, or the general public, as well as, maintain a harmonious relationship with all Cooperative personnel. Promote good will and good public relations through any contact with member/owner and the public in general.
- i. Participate in training programs for the improvement of the job knowledge and technical skill.
- j. Perform other duties as assigned by Supervisor(s). It is understood that where Policy and Job Descriptions are in disagreement, most current policy shall prevail.

BASIC FUNCTIONS OF THE JOB:

- a. Observes Lineman work on pole and anticipates Lineman 's needs for material and tools
- b. Assists Lineman in preparing materials for use at the work site – performs tasks as assigned by Crew Leader or Line Foreman
- c. Performs manual labor type tasks as assigned by crew foreman such as cleaning truck, loading material, digging ditches, tamping, cutting brush and moving materials.
- d. Trains for Apprentice Lineman position by learning on-the-job skills to line work.

LEARNING AND TRAINING:

- a. On-the-job training – entry level position for Apprentice Lineman
- b. Attends safety and other classroom training provided by the Cooperative.

SAFETY AND EQUIPMENT MAINTENANCE:

- a. Wears appropriate work clothing, hard hat, leather gloves, safety glasses and other safety equipment as necessary
- b. Attends regularly scheduled safety meetings
- c. Follows Cooperative, NESC, RUS, OSHA, State and other regulatory agency safety procedures and rules in the performance of all work
- d. Assists Lineman in equipment maintenance duties
- e. Maintains vigilance for safety hazards

INSPECTING, RECORD-KEEPING AND VERIFYING:

- a. Keeps own time records
- b. Fills out documents for installed or retired equipment
- c. Documentation to be accurate, legible and prompt

PREREQUISITES:

- a. Must have and maintain a valid Texas driver's license and/or commercial driver's license
- b. Must demonstrate job knowledge in order to advance to next level in job progression through competency assessment and/or performance evaluation
- c. Ability to understand and follow Cooperative maps, Cooperative Safety Manual, work orders, staking sheets and any type of Cooperative forms related to work being performed
- d. Ability to learn Cooperative's service area, transmission and distribution system
- e. Ability to learn and understand the installation of transformers, wiring of transformer banks, regulators, capacitors and other electrical equipment.
- f. Ability to learn Cooperative's tariff policies that apply to Lineman duties
- g. Must be trainable in the application of CPR and First Aid

- h. Must have the physical strength and stamina to perform duties required which include learning to climb poles, lifting heavy objects (such as transformers), etc.; assisting in construction of lines if/when required
- i. Must be able to work under adverse conditions such as extreme heat or cold, high winds, stormy conditions and must be available to work stand-by after completion of trial period, as well as, during emergency conditions after regular office hours
- j. Groundman/Apprentice Lineman shall be assigned a schedule on-call time to provide service at times other than normal working hours

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PHYSICAL DEMANDS:

Work may be varied in the course of the day. A person in any position on an outside construction or maintenance crew must have the following qualifications.

- A. Must be able to work eight hours a day, five days a week.
- B. Must be able to work outside of these regular hours due to scheduled maintenance, oil spills, damage repairs, etc.
- C. Must possess manual dexterity and visual acuity, as well as, the ability to constantly listen and communicate orally.
- D. Must be able to frequently sit, bend, stoop, squat, lift and carry up to 40 pounds, push and/or pull, reach above shoulder level, climb, balance, kneel, crouch and twist.
- E. Must be able to occasionally lift between 75 – 100 pounds, to occasionally crouch and work in awkward positions and/or enclosed spaces.
- F. Must be able to use heavy machines and equipment, power and hand tools in field operations to include pole climbing gear, hydraulic tamps, power line conductors, secondary wires and volt/ohm meters.
- G. Visual Acuity, hearing, speaking: Must be able to communicate clearly and accurately for work and safety compliance in a hot line work environment. Visual color discrimination is required to differentiate wire and part colors.
- H. Occasionally kneel and crouch in certain underground installations and pole framing on the ground.
- I. May be required to walk in uneven or poor terrain (road ditches, right-of-way, underbrush) during poor weather conditions (mud, snow, poor lighting) carrying a minimum of 50 pounds.
- J. Must be able to read and write, to include reading and interpreting work orders and technical manuals.
- K. Frequently sits in a vehicle to drive and/or ride to various sites.

Activities include frequent use of hand-eye coordination to operate power hand tools and occasionally electronic test equipment. This list is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and/or other management as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work performed involves frequently working from a bucket, lifting and pulling cable, digging with a shovel and other hand tools, frequently pulling cable and rope and climbing poles.

EDUCATION/EXPERIENCE REQUIRED, CERTIFICATE AND/OR LICENSES:

- High School diploma or equivalent.
- Electric Utility experience desirable.