

CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Groundman REPORTS TO: Line Superintendent and Crew Foreman	FLSA STATUS: Non-Exempt Bargaining Unit Position
DEPARTMENT: Operations/Line	LOCATION: Moriarty/Mountainair
APPROVED BY: <u>Raymond Butler</u> <i>Department Head</i>	<u>6/21/2022</u> <i>Date</i>
<u>Dana Br</u> <i>CEO</i>	<u>6.21.2022</u> <i>Date</i>
<u>Scott Daniels</u> <i>Human Resources</i>	<u>6/21/22</u> <i>Date</i>

Job Summary

This position provides assistance to linemen and other line personnel in connection with construction, maintenance and repair of the electrical system. Will perform various manual labor tasks at the work site to assist crew members such as loading and unloading supplies and materials, cleaning truck, cutting brush, digging ditches and assisting in preparing materials for the linemen to install. This position is intended to be a means to transition into the Apprentice Lineman program when there is no Apprentice position available. When an Apprentice position becomes available the Senior Groundman will have first priority to bid for the open position.

Essential Duties and Responsibilities

- Carry out in a safe, economical, and efficient manner oral and written instruction as a helper to Linemen on construction, replacement, removal and maintenance of electrical distribution lines and substations and perform similar less skilled work as required.
- Assists Linemen in preparing materials for use at the work site.
- Anticipates Linemen's needs and supply them with proper tools, equipment, and material.
- Assures that all tools, equipment, and materials are returned to the truck.
- Loads and unloads line construction material on trucks, trailers and in warehouse.
- On occasion may drive large equipment to and from job site.
- May dig holes, erect poles and send tools and/or materials up to Linemen by means of a hand line.
- Gain knowledge of service areas in order to perform job more efficiently; become familiar with Cooperative distribution and transmission system and learn how to read a system map.
- Assist in the proper use and care of all tools and equipment, and report to Line Foreman and/or Supervisor(s) any equipment working improperly or in need of repair.
- Understand and personally perform all duties in accordance with applicable safety and policy manuals, as well as report to the Supervisor(s) hazardous conditions and needed maintenance in the field or office.
- May go out on call, only as a third man, when additional help is needed.
- Maintain, in an accurate and prompt manner, required oral and/or written reports.
- Participate in training programs for the improvement of job knowledge and technical skill.
- 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.
- Attends safety meetings as required.
- Performs other miscellaneous job duties as assigned.

Minimum Qualifications

A minimum of a high school diploma or GED required. Must possess and be able to maintain a valid New Mexico Class A Commercial Driver's License. Prior training and experience preferred. Receives continuing orientation and instruction in rural electric and RUS job method and procedures.

Knowledge, Skills and Abilities

- Must possess basic technical utility knowledge, skills and abilities to set poles, operate heavy equipment and use tools and machinery.
- Shall be certified in bucket rescue and demonstrate the ability to perform bucket rescue annually.
- Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.
- Must be able to carry out oral instructions.
- Ability to understand and follow Cooperative maps, Cooperative safety manual, work orders, staking sheets, and any other type of forms related to work being performed.
- Knowledge of National Electrical Safety Code and APPA Safety manual.
- Must have CPR and First Aid training.
- Ability to learn Cooperative's service area, transmission and distribution system.
- Must have the desire, initiative and demonstrate the ability to learn the details of line work.
- Must have ability to use tact in dealing with members and general public.
- Must demonstrate the mechanical and physical ability to perform the trade.
- Must have the ability to read, write, and understand sequential processes in written, oral diagram, or schedule form.
- Must possess ability to apply craft techniques, processes and principles.
- Must be able to communicate with other Journeymen, Apprentice Linemen, Line Foremen and others to solve problems as required.

Working Conditions and Physical Effort

This position is subject to adverse weather conditions/hazards, and subject to work related hazards while performing the job within regular working hours and occasional overtime. Subject to all Cooperative policies, including random drug and alcohol testing (consistent with DOT regulations and Cooperative policy). Occasional travel for work and training opportunities may be required. The regular work schedule is Monday through Friday.

- **Physical Effort and Dexterity:** Works outside with great physical exertion requiring upper body strength and stamina. Often works in awkward positions requiring lower body strength. Occasionally will stoop or bend and will individually or with assistance pull or lift material, tools and equipment weighing up to 100 pounds.
- **Machines, Tools and Equipment:** Capable of learning to operate all heavy equipment, line trucks, bucket trucks, backhoe, trencher and any other equipment used on the job.
- **Visual Acuity, Hearing and Speaking:** Must have excellent written and oral communication skills, expressing one's self clearly, accurately and to the point. Should have good depth perception and peripheral sight.
- **Environment/Working Conditions:** Majority of work will be performed outdoors. Shovels dirt and works around noisy construction equipment. Works on uneven terrain and areas on and along road right-of-ways often encountering vehicular traffic. Established OSHA, APPA, and CNMEC safety precautions and practices are required. Position requires daily short distance travel. There is also a possible risk of exposure to blood borne pathogens. The potential exists to be confronted with unrestrained animals.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.