



Personnel – Job Description

Job Title: Groundman

Department: Operations

Reports To: Area Foreman

Supervises: None

FLSA Status: Non-Exempt / Union

Date Issued: January 1, 1999, General Manager

Date Amended: April 17, 2018

General Duties

1. Assist in providing member-owners with adequate and dependable electric service at the lowest possible cost consistent with good service, efficiency and sound business practices.
2. Promote increased understanding and acceptance of the cooperative ownership philosophy by the member-owners, employees, and public.
3. Communicate and coordinate the activities of this department with other departments with emphasis on teamwork, maintaining the established goals and positive image of the Cooperative.
4. Keep immediate supervisor and management adequately informed of the end results of the activities of this department.
5. Practice and uphold all policies of the Cooperative as adopted by the Board of Directors.
6. Practice and know safe work habits and abide by the safety rules of the Cooperative. Unsafe acts shall be reported and work stopped in the area until corrective steps are taken.
7. Provide courteous, prompt and accurate service that will create good will and enhance the image of the Cooperative with the member-owners and general public in all daily contacts.
8. Take care to observe and present a neat, pleasant appearance. Dress to suit the position; however, each employee should dress as neatly as possible.

Groundman

9. All employees will have a phone for contact during emergencies.
10. Have and maintain a valid Wyoming driver's license and have an insurable driving record.

Specific Duties

1. Keep up-to-date on all policies and procedures related to service.
 - a. Acquire and maintain a good working knowledge of RUS specifications.
 - b. Become familiar with the National Electric Code and National Electric Safety Code.
2. Acquire knowledge of Cooperative lines, substations, and the territory they serve.
 - a. Under supervision, learn to climb poles on dead structures only.
 - b. Under close supervision, and only on instruction from the Foreman, assist in work on transformers, substations, OCBs, regulators, meters, and other similar line equipment.
3. Maintain a cooperative attitude and assist fellow employees in any work you are capable of doing or may be called on to perform which tends to expedite the business of the Cooperative or that particular job to which assigned.
 - a. Give prompt attention to all paperwork necessary to keep others well informed and expedite the accurate completion of all regular activities and special assignments.
 - b. Prepare time sheet daily and submit to the Area Foreman. Consult with him concerning any irregularity in hours worked or time off.
 - c. Perform any other duties or activities that may be assigned or directed by management.
4. Keep the Foreman well informed and seek his advice and counsel on special problems in which you need assistance or that may require his attention.

