



BENTON RURAL ELECTRIC ASSOCIATION

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A Touchstone Energy® Cooperative 

POSITION DESCRIPTION GROUND WORKER (GROUNDMAN)

I. OBJECTIVES:

To develop and contribute to a safe working atmosphere that operates in a coordinated and organized manner, and to provide for the maintenance and construction of transmission and distribution facilities. To be familiar with plans and specifications as adopted by the Association and to be familiar with the rules and regulations of the National Electric Safety Code and the Washington State "Electrical Workers Safety Rules" (296-45 WAC).

The position of Ground Worker (Groundman) was created to help achieve the current mission of the Association, which is stated as follows:

Our mission at Benton Rural Electric Association, a member-owned and operated cooperative, is to provide affordable and reliable energy and other member-driven compatible services that enhance the quality of life for all of our members. Our mission will also provide a stable, safe, competitive career oriented work environment for the Association's employees. Our mission is being pursued through the highest ethical standards using progressive marketing in conjunction with sound financial and management principles.

Benton REA intends to accomplish this mission by assigning specific operational duties and responsibilities to be delegated to a competent, well-trained person whose knowledge of and ability in this position will contribute to the attainment of the current mission of the Association. This person must be adaptable, self-motivated, responsible, accountable, and energetic.

The specific objectives for this position, and the responsibilities to be fulfilled, to achieve these objectives include:

A. Construction and Maintenance of Association Facilities

B. Implementation of and Adherence to Safety Rules

C. Operational Duties

D. Maintaining a positive work environment, and behavior, while building good morale within the department.

E. Performing Other Functions When Qualified and Assigned

II. RELATIONSHIPS:

- A. Reports to: Crew Leader (Line Foreman), Primary
Line Superintendent, Secondary

Responsible for keeping the Crew Leader (Line Foreman) and the Line Superintendent informed with regard to issues concerning work in progress and work completed. The Ground Worker (Groundman) will consult with their Crew Leader (Line Foreman) concerning problems which hinder efficient and effective completion of the duties and responsibilities relating to the Ground Worker (Groundman) position.

- B. Coordinates and Cooperates with:

1. Internal:

- a. Line Superintendent: with respect to schedules of project completion, aspects of projects that affect operations, and exchange of information.
- b. Warehouse Coordinator (Warehouseman): with respect to materials charged out and salvaged on all projects, aspects of projects that affect warehousing, and exchange of information.
- c. Other Employees: in order to develop and promote a team spirit and to provide quality assistance to all fellow employees with the intent of achieving the objectives of the Association.

2. External:

- a. Members: Refers Benton REA member issues, concerns, or complaints to the Crew Leader (Line Foreman).
- b. General Public: maintains friendly, cooperative relationships with the general public in the performance of these duties.

III. RESPONSIBILITIES:

To fulfill the objectives of this position, the employee so designated shall be expected to perform the following duties and responsibilities:

- A. Specific duties relating to Objective A: **Construction and Maintenance of Association Facilities**

1. Assists with the construction and maintenance as assigned by:

- a. Assisting with the construction of transmission, overhead

distribution, underground distribution, and substation facilities in accordance with construction specifications and guidelines.

- b. Assisting with maintenance on transmission, overhead distribution, underground distribution, and substation facilities in accordance with construction specifications and guidelines.
- c. Assisting with the installation and removal of services as directed.
- d. Assisting with locating and repairing power failures on overhead and underground lines.
- e. Assisting with repair of yard lights when directed.
- f. Assisting with tree trimming in right of ways as directed.
- g. Assisting in utilizing human resources and equipment in the most economical manner while performing maintenance and construction work in a safe manner.
- h. Cooperating closely with the Crew Leader (Line Foreman) in planning and laying out jobs in order that the work may be done in an efficient and safe manner.
- i. Following the direction set forth by the foreman so that the line crews are productive during the work day.
- j. Following applicable work rules.
- k. Performing other emergency or operational duties as qualified and as may be requested or assigned.
- l. Assisting in the digging of pole and anchor holes.
- m. Assisting in the framing of poles and making sure that specifications are followed.
- n. Assisting in the setting of poles and checking the alignment.
- o. Assisting in the stringing, sagging, and tying of conductor.
- p. Assisting in the patrolling of transmission and distribution lines.
- q. Assisting with emergency repairs as needed on transmission and distribution lines.

- r. Assisting on the ground with hot line work and determining that all personnel are constantly aware of all energized conductors when working near them.
 - s. Fulfilling the requirement to take standby and respond to after hour, weekend, and holiday trouble calls as assigned.
2. Ensures top quality construction by:
- a. Gaining familiarity with and following standard construction specifications and requirements as well as adhering to applicable provisions of state and national electric codes and laws.
 - b. Providing good workmanship pursuant to plans and specifications on all jobs.
3. Performs other functions as qualified and directed in order to accomplish this objective.
- B. Specific duties relating to Objective B: **Implementation of and Adherence to Safety Rules.**
1. Promotes a safe work environment by:
- a. Operating all vehicles and equipment in a safe manner within the regulations of federal, state, and local laws.
 - b. Observing safety rules and regulations adopted by the Association and encouraging others to do the same.
 - c. Assisting in stimulating a high standard of morale among the employees of the line crews, by the creation and use of team spirit and enthusiasm through the Line Crew Divisions, the Office Personnel, Supervision, and Management.
 - d. Continually striving to find and promote new ideas for better and safer work methods.
 - e. Following safety rules and regulations, including the wearing and using of protective equipment when necessary.
 - f. Assisting in ensuring safe handling practices of explosives.
 - g. Immediately reporting any accident or sickness of line crew personnel to the Crew Leader (Line Foreman).

- h. Maintaining familiarity with traffic laws and safe driving habits.
 - i. Understanding and utilizing proper safety procedures with regard to rigging and slings for the purpose of lifting various types of loads.
 - j. Maintaining a valid Washington State Class A Commercial Driver's License (CDL).
 2. Qualifies in first aid and becomes familiar with pole top resuscitation by attending the required safety meetings designated by the Association.
 3. Creates a safe working environment for employees in training by:
 - a. Developing a familiarity with the proper methods and techniques of line construction and system maintenance.
 - b. Assisting, when requested, in planning and carrying out job training for other full-time and/or temporary Ground Workers (Groundmen).
 4. Performs other functions as qualified and as assigned in order to accomplish this objective.
- C. Specific duties relating to Objective C: **Operational Duties**
 1. Ensures that timely and accurate records are created, in order to produce a true picture of unit and job costs, by preparing daily time sheets, mileage reports, and other records as required.
 2. Initiates proper care and maintenance of all transportation equipment, tools, and other equipment by:
 - a. Being responsible for maintaining the best care and use of assigned vehicles and equipment.
 - b. Making recommendations to the Crew Leader (Line Foreman) as to the maintenance scheduling of transportation equipment and other equipment that is assigned to line crews.
 - c. Performing periodic inspections of tools and equipment to assure proper safety and performance.
 - d. Exercising care and good judgment in the proper use of equipment and material.
 3. Contributes to the efficient utilization of tools, equipment, and labor resources by:

- a. Assisting in the planning and development of a scheduling and maintenance arrangement for tools and equipment for peak performance and safety.
 - b. Assisting in coordinating work scheduling with the Crew Leader (Line Foreman) for man power and equipment for the coming day's work.
4. Ensures that construction materials are properly cared for and properly recorded by:
 - a. Assisting in assuring that material charge outs and returns coordinate with requirements as determined from the staking sheet to assure availability when needed.
 - b. Performing charge outs and loading construction material needed for different activities.
 5. Creates an atmosphere of cooperation between departments by performing all duties in a professional manner and on a timely basis and by providing quality services in the completion of all tasks.
 6. Performs other functions as qualified and as assigned in order to accomplish this objective.
- D. Specific duties relating to Objective D: **Maintaining a positive work environment, and behavior, while building good morale within the department.**
1. Maintains a friendly attitude and willingness to work with other employees and associates.
 2. Creates a high standard of morale among employees by encouraging team spirit and enthusiasm within and among the operations personnel and between the Operations Department and the other departments.
 3. Is willing to help out in areas where qualified and requested
 4. Brings potential problems to the attention of the immediate supervisor as soon as possible.
- E. Specific objectives relating to objective E: **Performing other functions when qualified and assigned.**
1. Performs other such job related activities as qualified and assigned by the supervisor.

- 2. Assists with the investigation of complaints received from members of the Association by coordinating with the Crew Leader (Line Foreman) or the Line Superintendent, as assigned.
- 3. Assists with performing service connects and disconnects relating to delinquent accounts, collecting money, delivering final shut off warning notices, and performing check reads as needed, by coordinating with the Crew Leader (Line Foreman) or the Line Superintendent, as assigned.

IV. AUTHORITIES AND ACCOUNTABILITY:

The Ground Worker (Groundman) shall have full authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures. The Ground Worker (Groundman) shall comply with and carry out the policies and procedures adopted by the Association by exerting the best effort and ability possible.

This employee is encouraged to use initiative and judgment in making decisions, remembering that the Association's best interest can be affected by their actions. The employee should feel free to make suggestions for the improvement of operations and efficiency.

Approval of the Crew Leader (Line Foreman) or the Line Superintendent shall be secured in making decisions when policies or procedures are not clear and further explanation is needed.

Nothing contained above should be construed to be a guarantee of or assurance of employment. Employees are expected to meet the standards of work performance and to perform their jobs competently, to maintain satisfactory interpersonal relations with co-workers as well as supervisors, and to conduct themselves appropriately in the work place. Failure to meet these standards in the judgment of management may result in discipline, including discharge. Disputes resulting from implementation of this position description are subject to the provisions described in the most recent version of the "Agreement Between Benton Rural Electric Association and Local Union No. 77 International Brotherhood of Electric Workers".

ACCEPTED BY: _____ DATE _____
Employee

APPROVED BY: _____ DATE _____
Supervisor

REVIEWED BY: _____ DATE _____
General Manager/Executive Vice President

MINIMUM JOB QUALIFICATIONS FOR THE GROUND WORKER
(GROUNDMAN) POSITION

I. REQUIRED SKILLS:

- A. Education Requirements - A high school diploma or graduate equivalency diploma (GED) is required.
- B. Must have, or be willing to secure, special instruction in First Aid - a current First Aid card is required to be maintained.
- C. Must have and maintain a valid Washington State Class A Commercial Driver's License (CDL). If a valid Washington State Driver's License has not been obtained, then it must be acquired in a reasonable amount of time as specified by the Association. This item is required.
- D. Must (i) have and maintain a proven safety record in accordance with Department of Transportation (DOT) regulations, (ii) maintain compliance with Benton REA policies and DOT regulations the use of drugs and/or alcohol, and (iii) maintain compliance with all DOT requirements for drivers of commercial motor vehicles. This item is required.
- E. Must have, or be able to obtain in a reasonable amount of time as specified by the Association, and maintain, a valid Flagging Card. This item is required.
- E. Physical Requirements (Sufficient dexterity to perform the tasks as listed in the job description.)
 - 1. Physical Skills Level B (Noticeable) - Some physical skill is required. Certain coordinated finger, limb, or body movements, must be performed in the course of regular work routines. These can usually be learned on the job, over a relatively short period.
 - 2. Physical Effort Level 3 (Moderate) - Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery; etc. Occasional heavy exertion.
 - 3. Talking in person and on mobile radio and cellular telephones required.
 - 4. Listening in person and on mobile radio and cellular telephones required. Must be able to respond when being notified by a pager or cell phone.
 - 5. Adequate near, and far vision (driving) required.
 - 6. Adequate depth perception (driving) required.
 - 7. Adequate color Vision (color coded wires) required.
 - 8. Handling, fingering, working with hand tools required.
 - 9. Crouching, stooping, reaching, twisting, turning, and balancing. This item is required.
 - 10. Lift, carry, pull, and push items in excess of 20 pounds. This item is required.

11. Some travel may be required. May be asked to take occasional trips out of the Benton REA service area in order to attend training classes and seminars. These trips may require driving a vehicle that is provided by the Association.
12. The ability to speak, read, write, and communicate the English language fluently is required.
13. The ability to operate a motor vehicle with a manual transmission is required.
14. Physical ability to assist from the ground in the performance of a pole top rescue is required.

II. **PREFERRED SKILLS:**

- A. Previous experience with a RUS financed electrical distribution cooperative is preferred.

III. **WORK ENVIRONMENT:**

- A. Work Demand Level B (Average) - Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis.
- B. Working Conditions Level 3 (Hazardous) – Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.