

Position Description

Groundman

I. OBJECTIVE:

- A. This position is an entry-level position into BHCEC's Lineman Apprenticeship Program. Progression into the program is required within six (6) months of becoming a groundman. The primary duties of this position will be to assist line personnel on the ground.
- B. To acquire the skills and knowledge necessary to perform all activities required for the construction, maintenance and operation of overhead and underground distribution and transmission lines and substations under the direct supervision of qualified Foreman, Journeyman and/or Apprentice Lineman.
- C. Aid Journeymen and Apprentice Lineman in connection with construction, maintenance, and repair of the electric system.
- D. Assist in providing safe work-sites for personnel, BHCEC membership and the general public.

II. REPORTING RELATIONSHIPS:

- A. Reports to: Operations Manager, Line Foreman, Journeyman or Assigned Supervisor.

III. RESPONSIBILITIES AND AUTHORITIES:

- A. To acquire the skills and knowledge and to perform assigned duties in connection with the operation and maintenance of overhead and underground distribution and transmission lines and substations under the direct supervision of qualified Foreman and/or Journeyman, utilizing safe working habits, along with the following activities:
 - 1. Must demonstrate competencies through assessment and/or job evaluation to progress to BHCEC's Lineman Apprenticeship Program within six (6) months of becoming a groundman.
 - 2. Assist line crews, as instructed, in the construction, replacement and maintenance of electric distribution lines, structures and equipment.
 - 3. Lay-out and perform work in connection with framing and rigging for poles, towers and structures.
 - 4. Assist in digging and tamping pole holes; load, unload, set, stub and remove poles.
 - 5. Anticipate line crews needs and supply them with proper tools, equipment and material.
 - 6. Assure that all tools, equipment and materials are returned to the assigned vehicle.
 - 7. Make-up assemblies of all sizes, including installation of insulator, anchors, pulling and completing pole guys at the ground.
 - 8. Set and remove barricades, flags, signs and flares.
 - 9. Act as a road flagger, when needed.

10. Assist in installation, maintenance and repair of underground cable.
11. Perform groundwork in connection with stringing conductors.
12. Keep work-site location safe, clean, and neat condition.
13. Operate BHCEC vehicles as directed obeying all driving laws and BHCEC safety requirements. Must be knowledgeable of operating various machinery and equipment required to perform job duties.
14. Cut right-of-way, trim trees and chip brush as needed.
15. Responsible for the performance of assigned work in accordance with BHCEC's standards and procedures.
16. Prepare necessary reports and records in connection with such work.
17. Always Ensure public and crew safety, practicing safety always.
18. Read meters, make collections and investigate member complaints.
19. Must be knowledgeable or gain knowledge and understanding of RUS Specifications in a timely manner.
20. Responsible for notifying Operations Manager, Foreman or Journeyman of materials used, retired or returned to stock.

IV. EXTERNAL RELATIONSHIPS:

A. Members:

1. Does everything possible in the position to give members superior service, is constantly alert for possible property damage and answers or refers to all member inquiries promptly.

B. General Public:

1. Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.

EDUCATION:

High School or equivalent preferred.

EXPERIENCE:

On-The-Job training will be provided.

JOB KNOWLEDGE:

Must acquire within a reasonable time span a knowledge of RUS Material Specifications, National Safety Code, appropriate Montana wiring statutes, BHCEC safety rules and regulations, policies and procedures. Must be able to acquire skills and knowledge utilized in the construction and maintenance of overhead and underground distribution and transmission lines and related activities.

ABILITIES & SKILLS:

Must be able to perform activities in position description. Lifting and use of equipment. Must possess a valid Montana Commercial Driver's License.

WORKING CONDITIONS:

Outside work in varied weather conditions. Irregular hours, night, weekend and holiday work may be required.

Physical Demands: The physical demands described here is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to stand, walk and use hands and fingers to feel and manipulate. The employee frequently is required to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must frequently lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, extreme cold, extreme heat and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes, air-borne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud. Night, weekend and Holiday work may be required.

All employees of Big Horn County Electric Cooperative work for the members we serve, providing these members with the best possible service always.