

OCONEE ELECTRIC MEMBERSHIP CORPORATION
DUDLEY, GEORGIA

JOB DESCRIPTION AND SPECIFICATIONS

Job Title: GROUNDMAN I
EEO-1 Job Code: 7
Department: Operations
Reports to: Crew Foreman, Lineman, Journeyman Lineman, Crew Foreman in Training
FLSA Status: Non-Exempt
Prepared Date:
Revised Date:

Objective:

- To provide maximum service to members and the Cooperative by efficiently assisting in the performance of the daily activities relative to the construction and maintenance of the Cooperative's electric system within the guidelines and responsibilities of the classification.

Qualifications:

- High school diploma or equivalent.
- Must possess, or obtain within six (6) months in classification, a valid Georgia commercial driver's license and have an insurable driving record
- Must live within 15 statute miles of assigned duty station, or relocate therein within 12 months in classification.

Knowledge, Skills & Abilities:

- Must be able to read and write in English.
- Must be able to communicate clearly and accurately for daily work and safety compliance.
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and manuals, and procedure manuals.
- Must be able to understand and apply basic mathematical concepts.
- Must be capable of presenting oneself in a professional manner when communicating with members, employees and the general public.
- Must be able to learn new skills and apply those skills to on-the-job training.

- Must be able to develop an on-going knowledge and awareness of all Cooperative policies and goals, safety codes and regulations, as well as all aspects of the job classification.

Physical Demands and Working Conditions:

- Work is performed primarily outside and sometimes in extreme weather conditions and/or after hours. Classification is subject to emergency service work for trouble and outages, as called upon, in addition to performing on-call duties as after-hours helper on a rotating schedule.
- Frequent physical activity including: walking, stooping, bending, frequent lifting up to 50 pounds, occasional lifting in excess of 50 pounds, climbing, kneeling, reaching, crawling, pushing and working in awkward positions and enclosed spaces is normal.
- Must have good dexterity to operate various pieces of operations equipment, including: test equipment, hot line tools, and computer equipment.
- Must be able to operate a variety of motor vehicles including, but not limited to: bucket trucks and aerial devices, cranes and boom devices, all hauling and moving devices, all excavating equipment, and any and all devices pertaining to distribution system maintenance and construction.
- Must be able to read instrument and computer outputs accurately.
- Must be able to accurately identify and analyze equipment noises and conditions.

Responsibilities & Duties:

Typical responsibilities under direct supervision and as qualified include:

- Assisting in loading and unloading poles, transformers and other materials and returning unused, as well as retired materials to the warehouse;
- Assisting climbing personnel on the job by sending tools and materials up the poles;
- Assisting in stringing and splicing wire, sinking ground rods and setting poles with the derrick truck;
- Assisting with installation of security lights;
- Assisting in running service drops and connecting new customers;
- Occasionally operating derrick and digger on truck, under supervision;
- Assisting in maintaining a pre-established normal inventory of materials and equipment on each Cooperative vehicle;
- Assisting in trimming trees and cutting brush on right-of-way for new construction and existing lines;
- Assisting with servicing and maintenance of vehicles, tools and equipment;
- Ensuring that all job sites are left free of debris and protects and respects customers' property;

- Developing a knowledge of hot line tools in order to be of assistance to climbing personnel performing hot line work;
- Recording mileage and fuel consumption, and performing safety inspections on vehicles daily;
- Observing distribution facilities and reporting any hazards or irregularities to Crew Foreman;
- Assisting with communication via two-way radio;
- Observing safe working practices at all times, as described in the safety manual and during safety meetings;
- Directing traffic as necessary;
- Attending monthly employee safety meetings;
- Reporting all accidents, illnesses or other mishaps to the Crew Foreman;
- Participating in first-aid and CPR training to ensure proper action in the event of an emergency;
- Performing on-call duties rotating with others as after-hours helper;
- Studying and beginning to learn RUS specifications; and
- Keeping accurate account of time according to work task codes by completing and submitting time sheets daily to supervisor.

Additional Duties:

- Attending workshops, safety meetings, seminars, and the annual meeting of the members, as required or assigned;
- Promptly and courteously handling or reporting customer complaints or requests for service;
- Becoming familiar with Oconee EMC "Service Rules and Regulations" and policies;
- Promoting corporate efficiency through communications and cooperation within department and with other departments;
- Cross-training with other positions to broaden knowledge of Cooperative operations; and
- Performing other duties as directed.