



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: Groundman – Utilities Electric Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

PAY RATE: S07-01

SUMMARY DESCRIPTION:

This job requires the use of some judgment to comply with instructions and standard procedures. Assists lineman and/or foreman with construction of new distribution and/or services, working on ground and not handling “hot” wires; maintains tools/equipment in proper working order; effectively represents the City to consumers and the public in general; completes necessary records; attends training classes; and performs other related duties as requested.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- A Construction and Maintenance** – Participates in tailgate conferences in planning daily jobs and procedures to be used. Assists in installation and maintenance of security lights. Loads and unloads poles, transformers, and other material. Assembles and installs down guys as directed. Assists in connecting services. Digs pole and anchor holes and sets anchors; sets, aligns, and frames poles according to RUS specifications. Keeps informed of direction of line feeds and the locations of reclosing and switching devices. Patrols the distribution lines of the Cooperative and reports any unsafe or unsatisfactory conditions. Assists in performing emergency maintenance and repair of lines and related equipment. Ensures that job locations are left in a neat and safe condition following completion of work. Assist lineman and operators in setting up digger trucks and bucket trucks.
- B Customer Service** – Explains to customers and the public, as requested, the City’s policies and procedures related to services and construction. Handles complaints or problems with courtesy and tact. Promptly responds to service requests and renders necessary service.
- C Equipment Maintenance** – Ensures that trucks, tools, and working equipment are properly used and maintained. Adheres to established maintenance and service schedules for vehicles in accordance with approved policies and procedures. Performs preventive maintenance on tools by sharpening blades and replacing handles, sprockets, and chains as required. Washes trucks as required.
- D Safety** – Attends and participates in safety programs/meetings. Participates in training programs to maintain skills in first aid and CPR. Maintains an attitude of safety and shows compliance with all safety rules and methods. Properly uses protective equipment.
- E Related Duties** – Takes a turn in the standby rotation. Trims trees and cuts brush for right-of-way clearance as required. Administers first aid and artificial respiration (CPR) as required. Attends and participates in annual job and safety meetings and other training programs. Performs other related duties as requested.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of electrical and safety codes. (i.e., National Electrical Code, RUS Construction Code, and safety codes).
- Knowledge and skill to perform first aid techniques and CPR.
- Knowledge and skill to perform basic (adding, subtracting, multiplying, and dividing) mathematical computations.
- Skill to perform required duties in construction and maintenance of distribution/service lines; operate bucket and derrick trucks.
- Reading skills to understand policies, procedures, and instructions.
- Verbal skills to communicate with supervisors, crew members, and consumers regarding technical or service information.
- Ability to establish and maintain effective working relationships with all supervisors, crew members, and consumers.
- Knowledge of traffic laws.
- Ability to perform a variety of semi-skilled construction and maintenance tasks.
- Ability to operate and maintain hand and power tools in a safe and efficient manner.
- Ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Ability to load, haul, collect and dispose of materials, debris, and trash.
- Ability to operate a two-way radio and headset.
- Ability to read and interpret basic blueprints, diagrams, and maps.
- Ability to be available to work nights, weekends, stand-by and emergency call-ins.

MINIMUM QUALIFICATIONS

- A. High school diploma or GED.
- B. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- C. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
The incumbent is regularly required to sit; drive trucks; see clearly, including peripheral vision; and/or use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; lift or carry objects up to 100 pounds; and grasp, hold and toss objects.

Supervisory Control
The supervisor assigns work in terms of general or specific instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists mainly of semi-skilled manual labor. The operation of heavy equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to be entry-level, and consist primarily of manual semi-skilled labor. To act under close supervision of Lineman, Operator, Foreman, or General Foreman. Success in this position results in greater efficiency and operation of the electric system.
Personal Contacts
Contacts are typically with employees, co-workers, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is performed in a truck and in the field exposing employee to high and low temperatures; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. Work is also regularly performed upon or in close proximity to high and low voltage power lines. The incumbent's working conditions are typically moderately loud to very loud.
Supervision Exercised
Normally none.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Commercial Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS
WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.