

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

POSITION DESCRIPTION

GROUNDMAN

DEPARTMENT: Operations

CLASSIFICATION: Non-Exempt

I. OBJECTIVES

- A. To assist lineman in the construction, replacement and maintenance of electric transmission and distribution systems.

II. REPORTING RELATIONSHIPS

- A. Reports to: Team Leader or other designated supervisor
- B. Supervises: None

III. RESPONSIBILITIES AND AUTHORITIES

- A. Learn basic electrical theory and particulars of electric transmission and distribution systems.
- B. Become familiar with assembly specifications, staking sheets, and all basic materials, tools and equipment for line construction.
- C. Provide assistance to line crew, including; but limited to:
  - 1. Sending hardware and tools to lineman on poles.
  - 2. Digging holes for poles and anchors that are inaccessible to the truck.
  - 3. Attaching hardware to poles on the ground.
  - 4. Attaching guy wires to anchor rods.
  - 5. Loading materials for the days work.
  - 6. Tamping ground around poles and anchor rods.
  - 7. Grounding trucks when working around energized lines.
  - 8. Directing traffic.
  - 9. Cutting right-of-way for new lines.
  - 10. Carrying tools and materials to job site and returning tools and old

materials to the truck.

11. Accounting for materials used from truck stock by filling out the proper paperwork.
- D. Performs on-call as assigned.
- E. Climbs on de-energized poles only under supervision; once certified to climb.
- F. Observes all safety rules and regulations adopted by the cooperative. Must attend and participate in regular safety meetings.
- G. Operates Cooperative vehicles in a safe manner and pursuant to federal, state, and local laws.
- H. Operates a two-way radio as required or directed.
- I. Promotes goodwill toward the members of the Cooperative, other employees, and the general public by exhibiting patience and courtesy toward them.
- J. Attends and participates in the annual meeting, workshops, seminars, and other meetings as required.
- K. Keeps informed of all changes to policies, procedures, products, and promotions related to the job and the Cooperative to be able to respond to member inquiries.

#### IV. RELATIONSHIPS

- A. Internal
  1. Team Leader – to obtain work and to obtain knowledge about line work.
  2. Dispatch Supervisor/Dispatcher – to obtain outage information and to communicate on service order work.
  3. Warehouse person – to obtain material as necessary.
  4. Safety Coordinator – to obtain knowledge of safety related to work in an electric utility.
- B. External
  1. All members – explaining work being performed and provide any other

needed information.

REVIEWED BY: \_\_\_\_\_ DATE:  
Employee's Signature

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

SPECIFICATIONS

GROUNDMAN

**EDUCATION:** High school graduate or equivalent. Degree in Electric Lineman Technology from Vocational/technical School preferred.

**KNOWLEDGE AND SKILLS:** Ability to acquire and maintain a valid NC Commercial Driver's License (Minimum of Class B) within six months of hiring, be insurable, and able to operate a motorized vehicle without assistance.

Develop skills to be able to effectively utilize a two-way radio.

Must be able to read and write English.

Must be able to speak and understand spoken English.

Frequent physician activity to include walking, stooping, bending, lifting of 60 lbs., occasional lifting in excess of 60 lbs., climbing, kneeling, reaching, crawling, pushing and working in awkward positions.

Must be able to operate various pieces of operations equipment, including test equipment, hot-line tools, and computer equipment.

Must be able to accurately identify and analyze equipment noises and conditions.

Must be able to communicate clearly and accurately for work and safety compliance.

Must be able to read instrument and computer readouts accurately.

Must be able to climb poles of 25 feet and greater heights and work out of a bucket truck at heights of 25 feet or greater.

Must be certified in First Aid and CPR when within one year of hiring.

Must be able to understand and follow verbal and written instructions.

Must become familiar with RUS specifications, as well as the National Electrical Code and National Electrical Safety Code.

Must learn basic electrical theory and voltage of lines.

Must learn all pertinent Cooperative policies and procedures pertaining to the position.

Must become familiar with all basic materials and equipment used in line construction.

Must become familiar with and able to operate all vehicles and equipment required by the position.

Due to extreme mountainous conditions and terrain, must be able to manually set poles and constrict lines in areas inaccessible to mechanized equipment.

Must qualify in pole top and bucket rescue after six months in the position.

Must live within 30 miles of the Waynesville Headquarters

**SPECIAL  
WORKING  
CONDITIONS:**

Works outside approximately 95% of the time in all weather conditions day and night.

Occasional travel required for training and to help other electric utilities repair damage due to storms.

Periodic on-call is required (after six months of employment).

**TIME REQUIRED FOR  
FULL COMPETENCY:** Six months to 1 year

**DEVELOPED:** February, 1997  
**REVISED:** May 2000  
January 2004  
May 2014  
June 2017

