



POSITION DESCRIPTION
Moon Lake Electric Association, Inc.

POSITION TITLE: Groundsman – Temporary	APPROVED:
DEPARTMENT: Operations	General Manager _____
POSITION GRADE: PT-3	Department Head _____
DATE REVISED: 06/27/2023	Supervisor/Foreman _____

OBJECTIVE

To assist lineman with construction, replacement and maintaining electric lines, structures and equipment.

REPORTS TO: Line Crew Foreman

SUPERVISES: None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Assists in activities in the construction, maintenance and operation of system lines, services and substations.
2. Complies with all safety regulations.
3. Assists in stocking and maintaining truck stock and materials required for each job.
4. Assists in emergency calls related to power line failures and other outages.
5. Assists in maintaining vehicles and equipment.
6. Performs all other duties as required.

POSITION CHARACTERISTICS

A. Fair Labor Standards Act Provision

The position of Groundsman is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B. Minimum Qualifications

Education: High School education or equivalent preferred. Preferential consideration will be awarded for additional formal education leading to a degree.

In Addition To

Experience: Basic knowledge of electricity, electrical installations, and equipment with prior experience preferred.

Must Possess: Valid driver's license

Duties and Responsibilities: Must be able to work with all departments of the Association as well as with outside contractors, other utilities, and consumers. Preferential consideration will be given to those candidates possessing a greater working knowledge of their duties and responsibilities.

Leadership, Interpersonal, Time Management, and Communication Skills: Must be consumer-oriented.

Must be able to think clearly and rationally in various situations and must be flexible to adapt to changing circumstances.

Must possess interpersonal skills including, but not limited to, the ability to resolve conflicts and promote good working relations between crew members and consumers. Must foster a positive work environment for individual growth and development.

Must have demonstrated communication skills to communicate clearly and effectively with crews, consumers, and management.

C. Essential Physical and Mental Demands

Physical: Work is often performed in awkward or uncomfortable positions involving stooping, bending, climbing, reaching, and the lifting and handling of tools or materials of sufficient weight to cause additional physical stress. The employee must be able to meet the physical requirements of the work and safety requirements.

Mental: Work of position is generally varied and employee has sufficient time to complete most tasks without a feeling of pressure.

Working Conditions: Work is primarily outside. The employee is required to work outside in inclement weather to restore electrical service. Work involves frequent risk of accident from improperly handled equipment or from electrical shock because of work near or on power lines or equipment.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.