

# Job Description



## Groundman

Department: Electric  
Reports To: Electric Supervisor

Salary Grade: 9 \$16.22  
FLSA: Standard/Non-Exempt

### Purpose:

Responsible for performing various on-the-ground field duties in support of the Electric Department operations and maintenance.

### Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Reads electric meters per the Utility billing schedule; performs connects/disconnects for new customers and past due utility accounts.
- Assists with installation or removal of utility poles on the ground.
- Acts as an attendant to a wire reel and handles conductors being pulled in or near energized equipment under the direct supervision of a Class A Lineman.
- Climbs poles after completion of Pole Climbing School certified by TEEX under the direct supervision of a Class A Lineman.
- Attends and trains for the Apprentice Lineman role by learning the City of Sanger's feeder routes and boundaries as well as manufacturers' names and material terminology
- Checks voltage in meter bases under the direct supervision of a qualified employee, where voltage is not greater than 240 volts.

### Knowledge, Skills, and Abilities:

- Basic skills to begin apprenticeship program after completing three (3) months probationary period
- Basic understanding of APPA standards gained by performing job assignments
- Ability to develop and maintain a positive working relationship with staff, co-workers, elected officials, supervisors, citizens, business and community groups
- Basic skills to read and follow blueprints and follow feeder route switching orders
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Ability to communicate and follow directions in English, both orally and in writing
- Basic skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and provide excellent customer service
- Ability to maintain proficiency and knowledge of current or new regulations/legislation within areas of responsibility
- Basic knowledge of all City safety rules and operating procedures
- Ability to maintain regular and punctual attendance

### Minimum Qualifications:

- High School diploma or GED equivalent

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

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### Licenses and Certifications:

- Valid Texas Class "C" driver's license when hired
- Obtains/retains within six (6) months of employment a valid Texas Class "B" CDL driver's license
- Must obtain/retain Pole Climbing School certification from TEEEX
- Completes apprentice skills and pole climbing classes within ninety (90) days of employment

### Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Majority of work performed is in an outdoor environment with frequent exposure to hazardous and unpleasant conditions. Work requires entering confined spaces and may include working at extreme heights and safely handling equipment and tools around low voltage electricity. Work requires extensive stooping, lifting, standing, climbing, and other physical activities needed to repair electric lines.
- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes

### Preferences:

- Bilingual in English and Spanish

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

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Printed Name

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Signature

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Date

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