

**Job Title:** Groundsman**Job Status:** Full-Time**Department:** Electric Operations**Job Grade:** 900**Reports To:** Electric Operations Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 2/29/2024**Location:** Service Center

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### Position Summary

The Groundsman position is designed to prepare candidates for potential advancement in to the Electric Apprentice Program; position exists with a maximum of three opportunities to be accepted in to program.

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### Essential Duties & Responsibilities

#### CONSTRUCTION

- Assist with cleaning and stocking truck with material needed for jobs
- Fill out charge sheets
- Assist Journeymen on site
- Set up equipment
- Make up overhead and underground material required
- Getting materials to Journeyman as requested
- Watch for potential hazards
- Observe operation of equipment and other technical skills as preparation for future training
- Continue to build pole climbing skills
- Work on pole grounds, framing poles, ground transformers, tie conductors, hanging service, & transformer connections
- Change out cross arms, transformer and cut-outs
- Ability to read, interpret and understand job designs and drawings
- Ability to recognize other utilities and locate marks
- Ability to set poles in energized conductors
- Knowledge of equipment, materials, and framing specifications
- Knowledge of how to rig heavy loads
- Knowledge of load charts and angles with weighted pads and distance
- Assist overhead and underground crews in scheduled and unscheduled work
- Ability to take and give direction according to job needs and safety regulations

#### EQUIPMENT OPERATION

- Operate heavy equipment with a superior manipulative ability in, near or around energized electric lines
- Operate pressure digger trucks and digger derricks in, near and around underground utilities
- Recognize potentially dangerous situations when digging holes or setting poles being observant of leaks, noises, and general operation of the machinery
- Ability to correctly determine appropriate auger size for the job, hole depth based on soil conditions, conductor size and pole height

#### OTHER RESPONSIBILITIES

- Strict adherence to NBU and standard safety policies and procedures
- Perform preventative and predictive maintenance of equipment
- Accountability for materials and production of quality product in a timely manner

- Positive and respectful communication with customers

#### GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Culture, Team and Safety
  - Participate in and support initiatives to reach annual NBU Performance Measures

#### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Required Field of Study: General Studies

Work Experience Time Frame: No Experience

Other: [Click or tap here to enter text.](#)

#### Certification and Licensures Requirements

Class 'A' Commercial Driver's License must be obtained within nine months of employment

#### Other Minimum Qualifications

- Understands and follows written and verbal directions.
- Basic Pole Climbing course must be successfully completed within six months of employment. (Only exception would be if - Basic Pole Climbing School is unavailable during first six months of employment.)
- CPR/Safety course must be successfully completed within six months of employment.
- Flexibility in available hours, including holidays, weekends, and/or after hours as required; long, extended hours may apply during emergency situations.
  - Must reside within a forty-five-minute response time of the NBU Service Center as measured by an internet mapping tool

#### Knowledge of Computer Software

|                      | No Knowledge                        | Beginner                            | Intermediate             | Expert                   |
|----------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| ArcGIS               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoCAD              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Crystal Reports      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Access     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Excel      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Word       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Publisher  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft PowerPoint | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

#### Other Software Knowledge

Halogen

## Experience with Machines, Tools, Equipment and Other Work Aids

Computer/laptop, heavy machinery, vehicles, hand tools, chain hoist, tump, trailers, raising and lowering material on hand line, climbing poles, transformers, wire

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### Physical Demands

#### Standing: Constantly

- ☐ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

#### Fine Dexterity: Occasionally

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☒ Calibrating Equipment

#### Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

#### Lifting: Frequently

- ☒ Supplies
- ☒ Equipment
- ☐ Files

#### Carrying: Frequently

- ☒ Supplies
- ☒ Equipment
- ☐ Files

#### Sitting: Occasionally

- ☐ Desk Work
- ☒ Meetings
- ☒ Driving

#### Reaching: Frequently

- ☒ For Supplies
- ☐ For Files

#### Handling: Rarely

- ☒ Paperwork
- ☐ Monies

#### Kneeling: Frequently

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

#### Pushing/Pulling: Frequently

- ☐ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☒ Hose

#### Climbing: Frequently

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☒ Onto Equipment

#### Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

#### Foot Controls: Frequently

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

#### Balancing: Occasionally

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

#### Bending: Frequently

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

#### Crouching: Occasionally

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

#### Crawling: Occasionally

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

**Hearing:** Constantly

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☒ Listening to Equipment

☐ From Computer to Telephone

☒ Getting Inside Vehicle

**Talking:** Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

**Twisting:** Occasionally

**Other:** [Click or tap here to enter text.](#)

## Environmental Factors

|   | Never                    | Seasonally               | Several Times<br>Per Year | Several Times<br>Per Month | Several Times<br>Per Week | Daily                               |
|---|--------------------------|--------------------------|---------------------------|----------------------------|---------------------------|-------------------------------------|
| Extreme Temperature<br>(Heat, cold, extreme temp.<br>change)                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |
| Wetness and/or humidity<br>(bodily discomfort from<br>moisture)                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |
| Respiratory Hazards<br>(Fumes, gases,<br>chemicals, dust, and dirt)                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |
| Noise and Vibration<br>(sufficient to cause<br>hearing loss)                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |
| Physical Hazards<br>(High voltage,<br>dangerous<br>machinery,<br>aggressive<br>Customers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |

## Health and Safety Conditions

|                    | Never<br>(Never<br>Occurs) | Rarely<br>(Less than 1<br>hour per<br>week) | Occasionally<br>(1/3 or more<br>of the time) | Frequently<br>(From 1/3 to<br>2/3 of the<br>time) | Constantly<br>(2/3 or more<br>of the time) |
|--------------------|----------------------------|---|--|---|--|
| Mechanical Hazards | <input type="checkbox"/>   | <input type="checkbox"/>                    | <input type="checkbox"/>                     | <input type="checkbox"/>                          | <input checked="" type="checkbox"/>        |
| Chemical Hazards   | <input type="checkbox"/>   | <input type="checkbox"/>                    | <input type="checkbox"/>                     | <input checked="" type="checkbox"/>               | <input type="checkbox"/>                   |
| Electrical Hazards | <input type="checkbox"/>   | <input type="checkbox"/>                    | <input type="checkbox"/>                     | <input type="checkbox"/>                          | <input checked="" type="checkbox"/>        |
| Fire Hazards       | <input type="checkbox"/>   | <input type="checkbox"/>                    | <input checked="" type="checkbox"/>          | <input type="checkbox"/>                          | <input type="checkbox"/>                   |
| Explosives         | <input type="checkbox"/>   | <input checked="" type="checkbox"/>         | <input type="checkbox"/>                     | <input type="checkbox"/>                          | <input type="checkbox"/>                   |

|                          |                          |                                     |                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Communicable Diseases    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Physical Danger or Abuse | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Outdoors/Field

Other: Vehicle and Warehouse. Rubber gloves, hard hat, leather gloves, safety glasses, fire retardant clothes, safety vest, boots

### Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

### Non-Physical Demands

|   | Never                    | Rarely                              | Occasionally                        | Frequently                          | Constantly               |
|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Time Pressure                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Emergency Situations                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Frequent Change of Task                       | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Irregular Schedule/Overtime                   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Performing Multiple Tasks Simultaneously      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Working Closely with Others as Part of a Team | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious or Exacting Work                      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noisy/Distracting Environment                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Other:** Click or tap here to enter text.

### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW  
BRAUNFELS  
UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to  
assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date