NEW BRAUNFELS UTILITIES

JOB DESCRIPTION

Job Title: Groundsman

Department: Electric Operations

Reports To: Electric Operations Manager

Pay Status: Non-Exempt

Location: Service Center

Job Status: Full-Time

Job Grade: 900

Work Setting: On-Site

Date Created/Updated: 2/29/2024

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.

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 Safety, Team, Integrity, Responsibility and Service.
- 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	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☒	☐	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☒	☐	☐	☐

Other Software Knowledge

Halogen

Experience with Machines, Tools, Equipment and Other Work Aids
Computer/laptop, heavy machinery, vehicles, hand tools, chain hoist, tamp, trailers, raising and lowering material on hand line, climbing poles, transformers, wire

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

Twisting: Occasionally

Other: Click or tap here to enter text.

☐ From Computer to Telephone
☒ Getting Inside Vehicle

Talking: Frequently
☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☐	☒
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☐	☐	☐	☐	☒
Noise and Vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☐	☒
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☐	☐	☐	☐	☐	☒

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☐	☐	☐	☐	☒
Chemical Hazards	☐	☐	☐	☒	☐
Electrical Hazards	☐	☐	☐	☐	☒
Fire Hazards	☐	☐	☒	☐	☐
Explosives	☐	☒	☐	☐	☐

Communicable Diseases	☐	☒	☐	☐	☐
Physical Danger or Abuse	☐	☐	☐	☐	☒

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	☐	☐	☒	☐	☐
Emergency Situations	☐	☒	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☐	☐	☒	☐

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 is 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.

_____
Employee's Signature

_____
Employee's Printed Name

_____
Date