

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

Page 1 of 3

POSITION TITLE: Grounds Person
CLASS TITLE:

DEPARTMENT: Electric
REPORTS TO: Journeyman

EMPLOYMENT STATUS: Full-Time

F.L.S.A.:

JOB RESPONSIBILITIES:

Performs a variety of general duties relating to daily operations of the utility.

ESSENTIAL FUNCTIONS:

Assists linemen with materials, tools, and equipment; operates trucks; uses tools and equipment to set and remove poles, string wire, and lay wire in trenches; uses shovel, ground rod driver, post hole digger, and hand line; hangs transformers; and cleans, inspects, and maintains trucks and equipment.

Reads meters on meter routes; washes trucks and vehicles; and mows, rakes, and sweeps grounds.

Attends safety and training meetings; and demonstrates regular and predictable attendance.

Must obtain a CDL.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

POSITION SUPERVISED:

None.

Date Adopted: 10/10/95
Date Revised: 6/23/97 12/10/2013

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

Page 2 of 3

POSITION TITLE: Grounds Person

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: department policies and procedures; safety rules and regulations; vehicles, tools, equipment, and supplies used in electrical construction, maintenance, and repair; and vehicle maintenance and repair.

Skill in: motor vehicle operation; and communications.

Ability to: carry out instructions; interpret a variety of instructions; copy, and record figures accurately; complete routine forms; maintain records according to established procedures; cooperate with co-workers on group projects; perform heavy to moderate manual labor; travel to and gain access to work site; and obtain a CDL.

EQUIPMENT OPERATED:

Boom digger truck, trencher, backhoe, man-lift truck, small tools, and mower.

WORKING CONDITIONS:

Works outdoors and is exposed to weather, heavy lifting, and works from heights.

QUALIFICATIONS:

A qualified candidate would have a secondary education or equivalent and any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the work of this position.

Date Adopted: 10/10/95
Date Revised: 6/23/97 12/10/2013

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

POSITION TITLE: Grounds Person

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid driver's license; obtain CDL.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

Approval of Department Head

____/____/____
Date

Employee's Signature

____/____/____
Date