

Wage #18/M. - #23/M.

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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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.

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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