

THE SEDGWICK COUNTY ELECTRIC COOPERATIVE ASSN. INC.  
Cheney, Kansas

**TITLE: EQUIPMENT OPERATOR/GROUNDSMAN**

**REPORTS TO: FOREMAN**

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent required.

Must have a valid Commercial driver's license.

**PERSONAL & PHYSICAL CHARACTERISTICS**

Must be of highest integrity, dependable, have high morals and good personal habits.

Must be able to meet people easily and adjust quickly to varying personality traits.

Must be patient, courteous, tactful and friendly.

Must live within easy commuting distance of the Cooperative.

Must meet essential physical and mental demands (see attached).

**RESPONSIBILITIES**

The responsibilities of the Equipment Operator/Groundsman are and include:

1. Operating the construction truck, trencher/backhoe, four-wheeler, mowing equipment, forklifts, etc. in a safe manner on construction, maintenance and operation duties on energized and de-energized circuits of all voltages.
2. Seeing that all safety precautions and practices are observed by him/herself and to be alert for all hazards and the safety of others on the job.
3. Maintaining the equipment in his/her care in safe and useable condition.
4. Assist in all work required in connection with providing service to linemen from a ground position during the construction, replacement and maintenance of transmission and distribution lines and electrical services.
5. To make member contacts in regard to collection activities and member requests for assistance.
6. To operate and maintain assigned transportation equipment, tools and work equipment in proper condition.
7. To be constantly aware of working hazards and make recommendations for safer working conditions.
8. Attend and participate in Job Safety and Training programs.
9. Assist at Annual Meeting, as requested.
10. Keep informed by all available means of new developments and industry procedures and practices; interpret them in terms of desirable developments, and recommend to the Line Superintendent matters requiring their consideration or approval.
11. Study and recommend to the Line Superintendent improved methods, procedures and operations to reduce cost and improve efficiency.
12. Receive trouble calls after normal working hours, weekend or holidays and either act as dispatcher or repairman depending upon assignment.
13. Warehouse duties as requested.
14. Perform substation and facilities maintenance and groundskeeping as requested.

## **OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as directed by the General Manager, Line Superintendent, Office Manager and/or designee.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to read and interpret documents such as our Rules & Regulations, policy and procedure manuals.

Ability to write routine reports and correspondence.

Must be able to communicate effectively over the telephone and via two-way radio.

Must have an effective knowledge of utilities, computers, and general office procedures.

Able to react to change productively and to handle other tasks as needed.

## **ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

The Equipment Operator/Groundsman may occasionally lift and carry up to 50 lbs. when lifting meters, equipment, materials, etc.

Operating controls frequently is necessary when driving a vehicle. Climbing will be done occasionally when going up ditches, embankments, etc. Balancing is constantly necessary while working, standing, sitting, climbing, kneeling, etc.

Reaching, handling and fingering are all done frequently when working at the desk, using telephone and communication radio.

Talking and hearing ordinary conversations is constantly necessary to communicate with other employees, members, contractors, etc.

Seeing near is constantly necessary when reading meters or maps and driving a vehicle. Seeing far is constantly important in order to find services and when driving a vehicle. In this type of work it is also constantly important to have depth perception, eye accommodation, color vision and field of vision.

Mental abilities constantly necessary to competently perform the job are alertness, precision, ingenuity, problem-solving, analytic ability, spatial perception, persuasiveness, speaking ability, memory, concentration, judgment, writing ability, reasoning, initiative, patience, visual discrimination and aesthetic sense.

## **WORKING CONDITIONS**

The Equipment Operator/Groundsman spends approximately twenty percent (20%) of their time inside and eighty percent (80%) outside or in a vehicle. The noise level is commonly 50-60 decibels, except for about an hour each day when the level reaches 70-90 decibels due to traffic and machinery.

While working outdoors, the Equipment Operator/Groundsman is routinely confronted with traffic fumes, unpleasant odors, sand and dust, gases and changing weather conditions.

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The most common hazards with this job are mechanical and electrical due to driving a vehicle and working with power lines. When exposed to the elements outdoors, they may occasionally be susceptible to wind and sun burns or frostbite.

**SUPERVISORY RESPONSIBILITY**

None

**POSITION CLASSIFICATION** (professional or union): Union eligible position

October 2017