



**CITY OF CRETE
ELECTRIC DEPARTMENT
GROUNDSPERSON**

Job Status: Non-Exempt; Full-time

Reports to: Electric Superintendent & Line Foreman

**Supervisory
Responsibilities:** No

I. GENERAL FUNCTIONS

Perform various tasks and material handling under supervision of Electric Line personnel.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Load, transport, and unload material, tools, equipment, and supplies
2. Assist linemen with installation and repairs of non-energized power lines
3. Effectively perform City tree trimming responsibilities (removing unwanted growth using City vehicles/chain saws/hand saws/snippers, loading materials into trucks, operating wood chipper, hauling chips to determined destinations, etc.)
4. Safely operate trencher, boring machine, backhoe, compactors, compressors, shovels, etc, in installing conduit, wire, transformers, junctions, and other equipment as directed.
5. Work with concrete, both removal and installation using compressors, jackhammers, floats, finishing tools as required.
6. Maintain work areas to be clean and safe.
7. Comply with necessary safety standards and project guidelines
8. Effectively assist in routine maintenance of Electric Department facilities, equipment, machinery, and vehicles
9. Effectively assist other City departments as needed and instructed by Electrical Superintendent, or Line Foreman
10. Effectively perform other duties as assigned by Electric Foreman, Electric Superintendent

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. High mechanical aptitude with a working knowledge of operating hand tools and power tools
2. Ability to effectively work with people of various backgrounds
3. Ability to work outdoors in all types of weather conditions
4. Able to communicate effectively, orally and in writing, in diverse situations
5. Ability to physically perform all tasks associated with this position
6. Ability to work occasional after hours and weekend hours as needed

IV. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience, training, and education that allows the essential duties and responsibilities of this position to be achieved.

V. MINIMUM QUALIFICATIONS

1. Must have high school diploma or GED
2. Must possess and maintain a valid driver's license
3. Must be proficient in written and spoken English
4. Must be able to legally work in the United States

VI. NECESSARY SPECIAL REQUIREMENTS

1. Maintain a Commercial Driver License (CDL) within one year of employment.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This job is a heavy work classification (as described by ADA) for the duties and responsibilities associated with this position. Including but not limited to exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City’s Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date