

MISSION VALLEY POWER

POSITION DESCRIPTION

MVP/DHRD PILOT PROGRAM - GROUNDSMAN

FACTOR I – GENERAL DESCRIPTION OF WORK

This position aids a Lineman or Foreman by supplying material and performing labor in connection with powerline construction, operation, and maintenance. Works under the immediate supervision of a Lineman or Foreman.

DUTIES

1. Must hoist material and tools to the Lineman or Foreman utilizing a handline. In many instances, the materials, such as conductor jumpers, conductor repair rods, grounds, etc., are highly conductive and must be kept clear of the energized high-voltage conductors. Work is sometimes performed at night, during rain, ice, and snowstorms. A mistake on the part of the groundman due to lack of knowledge or experience could result in a fatal accident to either the Lineman or Groundman or both.
2. Lays out handlines, tools, and equipment or hardware as required or directed. When not in use or after the job is completed, return them to storage.
3. Performs “good housekeeping” chores such as cleaning the worksite, vehicle, shop, and yard to ensure a safe working environment and proper tool and equipment care.
4. Digs pole and anchor holes and installs anchors; assists in pole framing; makes up/down guys; operates equipment to wind wire; operates winch or booms; splices unenergized conductors on the ground.
5. Assists in tree removal, limb trees, piles, and brush disposal.
6. Operates motor vehicles such as pickups, flatbeds, etc.
7. Loads and unloads supplies and materials.
8. Assists Lineman or Foreman in patrolling powerlines.

FACTOR II – DIRECTION RECEIVED

This temporary work agreement with MVP and Groundman will primarily follow direction from Foremen III, Foremen II, and Journeyman Lineman or other qualified personnel in charge of MVP's Construction standards of the Rural Electric Administration for Transmission and Distribution; as modified by MVP; National Electrical Safety Code; National Electric Code; MVP Safety Manual; Tribal Personnel Manual 69D, as well as numerous MVP policies, practices, and procedures which serve as guidelines.

FACTOR III – SUPERVISION EXERCISED

In this non-supervisory position, the incumbent performs construction, maintenance, and troubleshooting work typically as part of a crew supervised by a Foreman.

FACTOR IV – WORKING RELATIONSHIPS

Contact other employees in the Operation and Construction Department to conduct assignments on a routine basis. Incumbent meets with customers while reading meters and performing assignments requested by customer service. A teamwork approach to job assignments is essential.

FACTOR V – WORKING CONDITIONS

Work Environment—The Incumbent works outside in all types of weather. He or she may be exposed to cold, wet, icy, or hot weather with wind. Work is occasionally performed in substations and around energized conductors or equipment. Hard, rugged outdoor work is occasionally required at night.

Physical Demands—Occasionally rigorous, this position requires full manual dexterity, good physical coordination, condition, and strength, and extended periods of mental attentiveness to work and safety (Requirements)

Sitting – Occasionally

Standing – Frequently

Walking – Frequently

Lifting 10-50 lbs. Floor-Waist – Frequently

Climbing (must not have a fear of heights) – Frequently

Twisting at Waist – Frequently

Stooping/Bending – Frequently

Reach Waist to Shoulder – Frequently

Wrist/hand/finger manipulation (keyboarding, mousing, etc.) – Frequently

Repetitive Motions – Frequently

Talking/Hearing – Regularly

Visual – Near Acuity – Regularly

Visual – Far Acuity – Regularly Visual – Depth Perception – Regularly

Visual – Color Discrimination – Regularly

FACTOR VI – QUALIFICATION REQUIREMENTS

The groundsman must have a good working knowledge of knots and rigging and their proper use for personal and crew safety. The groundsman must also be familiar with tools and equipment (and their terminology) associated with high-voltage line work.

SPECIAL CONDITION OF EMPLOYMENT

This position is a temporary employment agreement between the Confederated Salish and Kootenai Tribes and Mission Valley Power.

This position requires the operation of MVP vehicles. Incumbents must possess a valid Montana State, Class A, Type II commercial driver's license, at minimum. Driving a motorized vehicle while conducting business on behalf of MVP is an essential function.

Cardiac Pulmonary Resuscitation, CPR with a Valid First Aid Card within 30 Days is required.

Flagger Certification within 30 Days is required.

This position is testing-designated as described in the Mission Valley Power Drug and Alcohol Program and requires drug and alcohol testing.

This position may be called for emergency work at any time, and the incumbent must live within the duty station radius as defined by the Labor Management Cooperation Committee.

The signatures affixed below to confirm that this position description has been reviewed by the employee, respective supervisor, and General Manager and that there is a clear understanding of the expectations of this position.

EMPLOYEE

DATE

IMMEDIATE SUPERVISOR

DATE

MVP, GENERAL MANAGER

DATE

MISSION VALLEY POWER
POSITION DESCRIPTION
MVP/DHRD PILOT PROGRAM –
ELECTRICAL INSTRUMENT MECHANIC/ELECTRICIAN HELPER

FACTOR I – GENERAL DESCRIPTION OF WORK

DUTIES

Must be able to recognize hazardous situations and wear the proper Personal Protective Equipment (PPE).

Duties include but are not limited to, classifying, indexing, depositing, categorizing, cataloging, recording, registering, listing, and arranging meter information. Physical handling of meters to learning installation of meters in the field. Must be able to gain familiarity with the AMR system at Mission Valley Power. Must wear PPE to match a variety of working conditions.

Duties will include but are not limited to, testing of transformers, grounds, hot arms, and live line tools. Assist in rebuilding damaged equipment, which may involve cleaning or painting electrical equipment.

Duties will include, but are not limited to assisting in substation construction, building of a substation ground mat, steel assembly, equipment installation, tower assembly, insulator, and buss assembly. Could be used to assist Operations crews in several different capacities. Other duties as assigned.

FACTOR II – DIRECTION RECEIVED

While under the direct supervision of the Foreman II, Electrical Instrument Mechanic, the written guidelines for this temporary position which must be utilized in the performance of duties are published as the MVP Accident Prevention Manual, as well as numerous manuals on personnel, procurement, and safety policies. There are also numerous utility policies, practices, and procedures which serve as guidelines.

FACTOR III – SUPERVISION EXERCISED

In this non-supervisory position, the incumbent normally performs construction, and maintenance alone, or as a helper assigned to perform duties as assigned.

FACTOR IV – WORKING RELATIONSHIPS

Contacts are primarily with co-workers within MVP but occasionally will be directly with consumers, vendors, as well as other utility employees from other branches such as Engineering, Purchasing, Safety, and Customer Service. The contacts with co-workers are for

work assignments and accomplishment guidance. A teamwork approach to job assignments is essential.

FACTOR V – WORKING CONDITIONS

Working conditions will vary from a shop environment to outdoors in inclement weather, depending on the specific Work will at times be performed in close proximity to energized electrical equipment requiring use of special safety equipment and knowledge of safe working practices. Oil solvent and paint fumes are sometimes encountered. Working surfaces may be slippery due to mud, snow, or ice. May be subject to after-hours call back during emergency outages or off-scheduled work. Other duties as assigned.

FACTOR VI – QUALIFICATION REQUIREMENTS

- Must be able to lift heavy objects weighing 50 to 75 pounds.
- Computer experience or the ability to receive computer training.
- Any electronic training or electrical theory.

SPECIAL CONDITION OF EMPLOYMENT

This position is a temporary employment agreement between the Confederated Salish and Kootenai Tribes and Mission Valley Power.

This position requires the operation of MVP vehicles. Incumbent must possess a valid Montana State Driver's License. Must be able to obtain a CDL License.

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