

CITY OF BRIDGEPORT, TEXAS

TREE TRIMMING GROUNDSMAN

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$14.00/hour

DEFINITION

Groundsman is an entry-level position in the line of progression for Tree Trimmer. The Groundsman performs various labor functions at the work site to assist the crewmembers. The Groundsman is expected to learn the Tree Trimming job through on-the-job training. The Groundsman demonstrates competencies through assessment and/or job evaluation in order to progress to Trimmer classification. This position will perform general maintenance activities as assigned and will work independently in the absence of supervision as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Electric Superintendent or their designee (Tree Trimmer or Senior Lineman).

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Carry out in a safe, economical, and efficient manner oral and written instructions as a helper to Tree Trimmer on construction and maintenance work, and, drive trucks, trim trees, and perform other jobs as assigned.
2. Gain knowledge of the service territory in order to perform job more efficiently and to qualify for advancement: become familiar with Municipal distribution system and learn how to read a system map.
3. Assist in the proper use and care of all tools and equipment, and report in writing to the Crew Leader any equipment working improperly or in need of repair.

4. Must be able to drive equipment and maintain a current driver's license applicable to class of vehicle to be driven and must have a thorough knowledge of applicable traffic laws and rules governing safe driving practices. Must operate and maintain vehicle(s) in a safe and efficient manner, practicing good housekeeping with said vehicle(s) and associated equipment as assigned.
5. Understand and personally perform all duties in accordance with applicable safety and policy manuals, as well as report to Supervisor(s) hazardous conditions and needed maintenance in field or office, such as checking for trees in line, rotten poles, etc.
6. Maintain, in an accurate and prompt manner, required oral and/or written reports.
7. Conduct oneself in such a manner as to contribute a better understanding of the City when in contact with the public, as well as maintain a harmonious relationship with all City personnel. Promote good will and good public relations through any contact with consumers and the public in general.
8. Responsible for tools and material assigned to the vehicle on which he is working as well as the general good housekeeping of vehicles.
9. Responds to emergencies as needed.
10. Loads and unloads Tree Trimming equipment and debris on trucks, trailers and in warehouse.
11. May send tools and/or equipment up to Trimmer by means of a hand line.
12. Observes Tree Trimming work in air and anticipates Tree Trimmer's needs for material and tools
13. Assists Tree Trimmer in preparing equipment for use at the work site — performs tasks as assigned by the Crew Leader.
14. Performs manual labor type tasks as assigned by crew foreman such as cleaning truck, loading material, cutting brush, and moving materials.
15. Learns to safely operate chainsaw, chipper, handsaw, pole saw, etc.
16. Trains for Tree Trimmer position by learning, on-the-job, skills related to Tree Trimming.
17. Follows City, NEC, RUS, OSHA, and state and other regulatory agency safety procedures and rules in the performance of all work.
18. Assists in equipment maintenance duties.
19. Maintains vigilance for safety hazards.
20. Participates in safety meetings and training programs as required.
21. Assists other departments as needed and performs other works as required.
22. Accurately completes all necessary paperwork in a timely manner.
23. Attends work promptly & regularly as scheduled, remaining alert at all times.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

City right of way and easements.

Methods and techniques of general construction, maintenance and repair related to Tree Trimming operations.

Hand tools and equipment associated with the construction, maintenance and repair related to Tree Trimming.

Safe operation, care and appearance of city vehicles and/or equipment.

Safety precautions and practices necessary when working with vehicles and equipment.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Be productive in absence of constant supervision.

Follow instructions and operate equipment and tools.

Accept training and supervision in a willing and pleasant manner.

Follow the practices and common rules of safety in the work place.

Hear clearly when working around equipment and in traffic, using proper safety precautions.

Communicate effectively and courteously with the public and other city employees.

See, read, speak and understand written or verbal instructions.

Carry out oral and written direction.

Learn to perform a variety of maintenance, construction and repair work.

Learn techniques of Tree Trimming.

Operate a variety of stationary mechanical equipment in a safe and effective manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking or standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Training:

A High School diploma or G.E.D. is required.

License or Certificate

Possession of & ability to maintain an appropriate, valid Texas driver's license.

Possession of, or ability to obtain within **the timeframe set by the Electric Superintendent**, a valid Texas Class A commercial driver's license with a tanker endorsement.

WORKING CONDITIONS

Environmental Conditions:

Repair and maintenance environment. Subject to afterhours call out for emergency situations. Most duties in this class are performed under periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to water, mud, dirt and grease; some positions may require more frequent exposure to disagreeable conditions including paint fumes, caustic chemicals, equipment noise and vibration, and dampness. Incumbents are exposed to inclement weather when conducting field repairs; environment includes noise and work with moving objects and vehicles. This position requires incumbents to work at heights on scaffolding or ladders; work on uneven surfaces and in confined spaces; and work around heavy construction equipment. Must be able to drag, lift and carry items weighing 100 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents operate equipment, assist in the testing of, and are exposed to, a wide variety of equipment and hand and power tools.

Heavy work requiring exertion of 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. Total body weight, including Personal Protective Equipment and necessary tools, shall not exceed maximum capacity imprinted on Bucket of vehicle in use (assigned or unassigned). Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling and reaching majority of the time. Majority of time spent outside. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Safety equipment required. Requires ability to weigh and measure.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for climbing, sitting, standing, or walking extended periods of time; lifting and carrying up to 100 pounds; some crouching, stooping, squatting, crawling, reaching, pushing, and pulling when performing maintenance and repair tasks; adequate vision, hearing, and speech required; must be able to operate assigned equipment and vehicles.

BENEFITS

The City currently offers all full time employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine paid holidays plus three paid floating personal days; paid vacations and sick days; and a sick day pool. The City pays for the entire portion of the employee's health and vision insurance as well as a large portion of the dependent's coverage. Dental insurance is offered to the employee & their family. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City has a 457(b) retirement savings plan as well as AFLAC, pre-paid legal insurance and an HSA savings account. Additionally, the City provides a **\$200/month benefit allowance** to its full time employees to assist in paying for the employee's portion of benefits. The City pays a monthly cell phone allowance and extra pay for bilingual employees as applicable.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and

encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name