



**CITY OF CRETE  
ELECTRIC DEPARTMENT  
GROUNDSPERSON**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Electric Superintendent

**Supervisory  
Responsibilities:** No

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### **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. Maintain work areas to be clean and safe.
5. Comply with necessary safety standards and project guidelines
6. Effectively assist in routine maintenance of Electric Department facilities, equipment, machinery, and vehicles
7. Effectively assist other City departments as needed and instructed by Electrical Superintendent or Public Works Director
8. Effectively perform other duties as assigned by Electric Foreman, Electric Superintendent, and Public Works Director

### **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