



Woodruff Electric Cooperative Corporation

Your Local Energy Partner

3201 Highway 1 N • P.O. Box 1619 • Forrest City, Arkansas 72336-1619 • (870) 633-2262 • Fax (870) 633-0629

POSTING OF JOB OPENING

Notice: All applications will be considered. Management does reserve the right to reject any and all applications.

July 15, 2025

Position: Groundman

Department: Operations, District II – Forrest City, Arkansas

Deadline: July 29, 2025

We are accepting applications from candidates to fill a Groundman position within our Operations, District II Department in Forrest City, Arkansas.

This is a full-time position. See the attached copy of Specifications and Position Description.

Persons interested may contact Human Resources or Rodney Kelso, Vice-President of Operations, for additional information.

The deadline for submitting applications or resumes is Tuesday, July 29, 2025. Please ask for an application at the receptionist's desk at Woodruff Electric Cooperative Corporation, 3201 Highway 1 N. Forrest City, AR. Applications must be completed on-site.

Woodruff Electric is an **Equal Opportunity Employer**. All qualified applicants will receive consideration for employment without regard to disability status, veteran status, or other legally protected status.

MLS
7/15/25

WOODRUFF ELECTRIC COOPERATIVE CORPORATION
FORREST CITY, ARKANSAS

KNOWLEDGE, SKILLS, AND ABILITIES

GROUNDMAN

EDUCATION - High school education or equivalent required. High school courses in electricity, industrial arts, and mechanical drawing desirable. Prior experience in similar or related work may be considered in lieu of or as equivalent to a portion of the educational requirements.

EXPERIENCE - Some experience in electric distribution line construction is desirable but not necessary. Six months to one year experience in a trade requiring mechanical aptitude is desirable. Must possess a valid Arkansas Class A CDL or have the ability to obtain one within 90 days of employment (or within an approved time frame).

ATTITUDE - Should be willing to develop in a position which can lead to a more responsible position requiring greater skills in the construction and maintenance of electric distribution lines. Should have a high regard for the safety of others, be interested in working as a part of a team and contributing to high morale in the organization. Should be able to gain and maintain respect of others, both inside and outside the Cooperative. Should be able to develop an interest in and be sympathetic with the ideals and objectives of the electric cooperative program.

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

KNOWLEDGE - A basic knowledge of electricity, mechanical drawing and the use of hand tools is desirable. Knowledge of first aid is desirable.

ABILITIES AND SKILLS - Must be mechanically inclined and have the ability to quickly learn the proper and safe use of tools, equipment and materials used in electric line construction and maintenance as well as the RUS construction specifications and the National Electrical Code. Must be capable of lifting 50-75 lbs. and have the endurance and stamina to handle the rigors of manual field labor.

WOODRUFF ELECTRIC COOPERATIVE CORPORATION
FORREST CITY, ARKANSAS

POSITION DESCRIPTION

GROUNDMAN

I. OBJECTIVES

A. Objectives Common to all Positions on this Level

1. To provide maximum service to the membership by rendering prompt, efficient and reliable service which will promote goodwill among the members.
2. To make every effort to obtain increasing understanding and support by the members and the public of the Rural Electric Program and your Cooperative.
3. To promote a dynamic power use program by acquainting the members with new and more efficient uses of electricity which will make rural living easier and more productive.
4. To contribute in every way possible to high morale, teamwork, and to helping others obtain job satisfaction.
5. To protect and enhance the reputation and the public and member image of the Cooperative, its employees, President/CEO, and Board.
6. To promote and present a positive, professional image.

B. Objectives Unique to this Position

1. To construct, retire, and maintain distribution and transmission lines in accordance with RUS specifications, the National Electrical Code and the standards of the Cooperative.

II. REPORTING RELATIONSHIPS

- A. Reports to: Working Foreman, Journeyman Lineman, or designated supervisor
- B. Directs: None

III. RESPONSIBILITIES AND AUTHORITIES

A. Performs Personally the Following Activities Common to all Positions on this Level

1. Plans day-to-day work assignments.
2. Reports to work as scheduled and willing to work overtime as needed.
3. Suggests to the supervisor any improvements which can be made - a better way to do things.
4. Suggests to the supervisor the need for tools, equipment, and materials.
5. Maintains tools, PPE, uniforms, and equipment in good working order.
6. Keeps as well-informed as possible about the Cooperative and its policies, plans and programs.
7. Keeps up-to-date and well-informed about new developments in this particular area of work.
8. Makes every effort at all times to be courteous to the public and the members and to promptly handle or report their complaints or requests for service and to respect and protect their property.
9. Operates vehicles and other equipment in a safe manner and strictly observes all safety rules and looks out for the safety of others.
10. Participates and engages in safety and other employee meetings.
11. Is familiar with first aid and artificial respiration.
12. Knows and properly uses all tools and work equipment needed for the job.
13. Promptly and completely reports all accidents to designated supervisor or Safety and Loss Control Manager.
14. Complies with Cooperative and Federal Job and Safety Requirements.
15. Attends and participates in the Cooperative's Annual Meetings.
16. Performs such other duties as are required or requested by designated supervisor.

B. Performs Personally the Following Activities Unique to this Position

1. Performs pre-trip truck inspections.
2. Drives truck to and from job sites.
3. Operates digger derrick in setting poles and other equipment on de-energized lines.
4. Helps load poles, transformers and other equipment on vehicles and secure them for transit.
5. Loads line hardware on vehicles.
6. Maintains and secures normal material inventory in trucks.
7. Studies and becomes familiar with RUS construction specifications.
8. Digs holes for poles and anchors with diggers according to RUS specifications.
9. Frames poles according to RUS specifications.
10. Helps set poles, install anchors and guys.
11. Sends material and equipment up the poles to lineman using hand line or similar equipment.
12. Helps prepare transformers and other similar equipment to be installed on de-energized lines.
13. Helps lineman repair line breaks and other trouble on de-energized lines as directed by designated supervisor.
14. Makes up service at the weatherhead, secures service wire to the house on de-energized lines.
15. Repairs damage to property, including fences that have to be taken down for line construction.
16. Cuts right-of-way as directed.

17. Constructs roadway across ditches if needed to get truck to job site and directs traffic.
18. Hauls poles, materials, and equipment if needed.
19. Directly responsible for good housekeeping of vehicles, equipment, and job site.
20. Checks for any unsafe line or pole while traveling to and from job sites.
21. Assists in annual physical inventory.
22. Develops thorough knowledge of hotline tool to assist lineman in hotline work.
23. Makes every effort to be available after hours, on weekends, and in response to emergencies.

IV. RELATIONSHIPS

A. Internal

1. Working Foreman or designated supervisor: To seek advice and assistance, confer on problems when necessary, request approvals when necessary. To keep the Working Foreman or designated supervisor informed on matters pertaining to this particular area of operations and to give advice, assistance and information when required.

B. External

1. Members: To provide the best possible service, to do all possible to satisfy complaints, to encourage the efficient use of electricity and to do all possible to develop increased support for the Cooperative.
2. Community and Civic Activities: To actively participate in community and civic activities, to serve on committees when requested and in such a manner as to bring respect and improved relations to the Cooperative.