



UNION JOB DESCRIPTION

TITLE: Entry Helper

DEFINITION:

Works as a member of a crew primarily directing traffic. When not flagging and performing traffic control assists Line Crews performing construction, restoration and clean up duties in accordance with safety and construction standards and regulations. Fourth step Entry Helpers require a Class A CDL and drive District equipment to and from job sites.

DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time and advancement requirements through each of the Entry Helper steps. Entry Helpers are required to obtain a Class A CDL for continued eligibility in the Entry Helper position. A maximum of two (2) opportunities to achieve the required CDL certification will be offered. Failure to successfully obtain a Class A CDL within set parameters could result in up to and including termination. This position is not eligible to take upgrades to higher classifications.

ESSENTIAL JOB FUNCTIONS:

Step 1 (First Six (6) Months):

1. Flag and perform traffic control.
2. Perform restoration and clean-up duties.
3. Assist with vehicle loading, unloading and clean-up.
4. Dig ditches and pole holes.
5. Operate District vehicles that do not require a CDL and transport loads as required.
6. Assist on restoration, underground, overhead, and tree trimming crews as needed.
7. Perform erosion control including assisting in the delivery of materials to job site.
8. Attain familiarization with the Accident Prevention Manual, applicable state and District safety rules, tools and equipment of the trade and fueling procedures.
9. Attend training as assigned (for example, CPR, First Aid, and Defensive Driving training).

Step 2 (Second Six (6) Months):

1. Perform all duties outlined above.
2. Cut trees and brush along right-of-way.
3. Perform treating and stenciling of poles.
4. Attain familiarity with Tool Room and perform assigned duties.
5. Load and unload material and equipment used in construction and maintenance of transmission and distribution systems, both underground and overhead.
6. Learn and assist with recordkeeping (work sketches, stock issues/returns, pole issues, etc.).
7. Attain familiarization with District Construction Standards and Hazardous Materials Spill handling and attend basic electricity class(es).

Step 3 (Third Six (6) Months):

1. Perform all duties outlined above.
2. Train on various pieces of equipment and underground/overhead work practices.
3. Attend CDL training and obtain CDL certification. A maximum of two (2) opportunities to achieve the required CDL certification will be offered.
4. Attain continued familiarization with District Construction Standards and attend equipment operation and Hazardous Materials training/orientation (MSDS sheets, books, etc.).

Step 4 (Thereafter)

1. Perform all duties outlined above.
2. Possess and maintain a valid Class A CDL
3. Drive District vehicles with or without trailers or other equipment in tow.
4. Load and unload material/equipment used in underground/overhead construction and maintenance of transmission/distribution systems.
5. Demonstrate proper and safe use of tools and equipment of the trade.
6. Prepare recordkeeping (time, stock issues and returns, pole issues, etc.).
7. Demonstrate knowledge of materials and standards used in line construction and maintenance.
8. Avoid and/or minimize damage to public and private property.

MINIMUM QUALIFICATIONS:

Ability to:

- Safely and properly use tools and equipment of the trade.
- Adapt to driving and operating all District vehicles not requiring a CDL.
- Obtain and maintain a valid Class A CDL upon CDL training completion and thereafter.
- Physically perform duties of the job for extended periods of time (including walking, standing, bending, stooping, etc.).
- Work in varying types of weather conditions and on varying types of terrain.
- Lift and move up to 65 pounds.
- Interact with customers, government officials, and District employees as necessary to complete assignments.
- Learn and apply First Aid and CPR methods as needed.
- Learn and apply the District's safety rules, policies, procedures and directives.

Education/Experience:

- High School Diploma or equivalent.

License, Certification or Testing:

- Valid Washington State Driver License, with a good driving record (immediately).
- Must sign up for District CDL training during third six (6) month period and obtain a Class A CDL.
- Valid current Washington State Traffic Control Card (Flagging Card).¹
- Obtain valid CPR and First Aid certificates within six (6) months from job start date.
- Successful completion of the following sequential testing process; applicants/bidders must pass each of the preceding steps to be eligible to move to the next step in the testing process:
 - (a) Pass Entry/Line Helper written test.
 - (b) Pass District Driving Test.
 - (c) Pass Entry Helper strength test.
 - (d) Pass a joint collaborative interview process.
 - (e) Pass a criminal background check and driving record check.
 - (f) Pass pre-placement physical exam (to be done after verbal job offer).

¹ Note: Flagging Card is not required for the testing process, but is required on the first day of employment/job start.

PREFERRED QUALIFICATIONS:

- Exposure to construction environment (ex: uneven terrain, weather, etc.).

WORKING CONDITIONS:

- Work is performed outdoors, in and around urban street environments and in traffic, in all weather conditions.
- Must be able to lift and move heavy material and tools weighing up to 65 lbs.
- Must be able to participate in pole top and vault rescue.
- Required to stand for long periods of time.
- This position is subject to seven days a week and 24-hour call out.
- Must be able to work long hours as conditions dictate.