





GROUNDHAND – SUMMER INTERN JOB DESCRIPTION

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COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

POSITION SUMMARY:

The position is a temporary part time position limited to 1,000 hours of service within 12 consecutive months.

ABILITIES AND SKILLS:

- Excellent interpersonal, verbal, and written communication skills.
- Must have basic knowledge of customer service and maintenance skills.
- Must possess and maintain an Oklahoma Class D driver's license.

RESPONSIBILITIES AND DUTIES:

- Assists with issuing materials and delivering to crews.
- Operates vehicles and equipment in a safe manner and within regulations of all federal, state, and local laws.
- Assists with the maintenance of building and grounds as required.
- Assists with the cleaning and organization of materials, tools, and equipment.
- Assists with the handling of cleared vegetation.
- Assists as a groundhand, supporting skilled workers with daily operations.
- Other duties as assigned.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Education: Current high school or college enrollment.
- Experience: No experience required.
- Job Knowledge: Knowledge of computers and basic yard work.



WORKING CONDITIONS:

- Outside work in various weather conditions.
- Office based tasks may be required.
- Must be able to maintain all physical requirements as outlined on the attached physical requirements sheet.

COMPENSATION AND BENEFITS:

- Hourly Rate: \$12.00 - \$15.00

Signature

Date

