

Southwest Electric

Staking/Field Engineering Technician

Purpose of Position:

To design and stake distribution and service facilities as required to serve Members and improve the system.

Reports to: Staking Coordinator

Status: Non-Exempt, Full-Time

Supervision: None

Responsibilities:

- Adheres to all cooperative safety rules, practices and policies
- Maintains knowledge and informs Members of cooperative policies, procedures and practices
- Works daily establishing and promoting positive relationships and good will among fellow employees, Members and the general public
- Reports any unsafe conditions on distribution lines
- Designs, routes and stakes electric distribution and service facilities in accordance with the Member's desires, if possible, while satisfying Rural Utilities Service specifications, National Electrical Safety Code requirements and the cooperative's accepted practices and policies
- Consults with developers to provide the cooperative's policies and procedures pertaining to commercial and residential developments
- Coordinates design and development of the project with the Staking Coordinator and Construction Supervisor
- Schedules and keeps appointments with Members for new construction and conversion/modification of facilities
- Negotiates for, prepares and obtains all necessary right-of-way easements required for construction of facilities as outlined by cooperative policies
- Utilizes computer-aided design and data program to develop staking sheets for Work Order Clerk and Construction Supervisor
- Provides all necessary information regarding the Member, the project and any right-of-way clearing on staking sheets and any other forms required by other cooperative departments
- Assigns Member's rate class on all staking sheets that require a meter set
- Gathers and provides all information required to calculate any contribution in aid-to-construction as outlined by the cooperative's policies
- Provides information to the Member and obtain all necessary agreements and verify Member has made required payments prior to releasing the project for construction
- Advises the Staking Coordinator of the status of projects that require a contribution in aid-to-construction and maintains accurate records of the calculation of this contribution
- Assists the GIS Technician in maintaining the cooperative's maps by providing details on changes, inaccuracies of data and/or ongoing improvements to the distribution system
- Drives cooperative vehicles as assigned in accordance with state laws and safety practices
- This list of responsibilities is not intended to be all-inclusive and can be expanded to include other responsibilities that the Staking Coordinator may deem necessary

Qualifications and Knowledge:

- Must have a high school diploma or equivalent and one year of experience in a related field
- A high school diploma or equivalent and three years of experience in distribution utility operation or a related field is preferred

- Must have a valid Mississippi driver's license and be eligible and remain insured as a driver on the cooperative's auto insurance policy
- Must be able to operate an ATV and 4 x 4 vehicle
- Must have strong time-management and organizational skills
- Must be able to accurately and quickly record and enter data
- Must maintain a calm and steady bearing under stress
- Must solve problems and work with others
- Must communicate effectively with employees and Members
- Must have good interpersonal skills
- Must be able to work independently
- Must have working knowledge of Microsoft Office and be able to learn other computer applications crucial to the position
- Must be able to read and understand construction blueprints, diagrams and wiring schematics
- Must obtain in-depth knowledge of the cooperative's mapping system, work management system, consumer information system and all relevant work processes
- Must obtain knowledge of Rural Utilities Service construction standards, National Electric Safety Code standards and the cooperative's policies
- Must attend classes and pass the tests in the Staker Certification Training Program
- Must be able to develop and maintain accurate, detailed records
- Experience in an electrical power related industry preferred
- An understanding of electrical diagrams and distribution operations practices is preferred
- An understanding of surveying and/or staking, electronics and Geographic Information Systems is preferred
- Must possess the following personal characteristics: team player, high integrity, good personal habits, regular work attendance, courteous and friendly, independent judgment, able to work well with a diverse group of people, gain and maintain respect of others and project a favorable image of the cooperative

Communication:

- Must be able to speak fluent English
- Must be able to enunciate, speak clearly and communicate professionally with Directors, employees Members and general public
- Must be able to compose correspondence and use basic information and data in developing reports
- Must be able to receive directions and work with other employees as assigned
- Must be able to deal with a variety of people in varying situations with tact and diplomacy
- Must have good phone and e-mail skills to promote good will with employees, management and the general public

Physical:

- Must pass pre-employment and all random post-hiring drug screenings
- Must pass a pre-employment physical
- Must be able to lift, carry, push and/or pull 50 pounds on a regular basis, and up to 75 pounds on occasion
- Must have the physical ability to perform the essential functions, duties and responsibilities of the job which include, but are not limited to, seeing, hearing, walking, sitting, bending and lifting
- Manual dexterity of fingers, arms and hands is necessary for essential job functions
- Must be able to stand for long periods of time
- Must be able to reach, grasp and use fingers to perform duties

Working Conditions:

- Must be able to handle multiple tasks and remain focused under stress
- Normal 8-hour workday or 40-hour work week

- Regularly exposed to all kinds of weather conditions
- Frequently exposed to moving mechanical parts, high precarious places and risk of electrical shock
- Occasionally exposed to vibration
- The noise level in the work environment is usually loud
- Must be able to traverse rugged terrain and work in remote locations
- Work is both inside at a desk and outside in the field
- Must be able to work additional hours, including nights, weekends and holidays, during power restoration events and emergencies
- Must be able to attend events, meetings and training within and outside the cooperative service area, including some nights and weekends, as required for the position
- This position will include an assigned vehicle to be used only during work hours for business of the cooperative