



Job Title: Engineering Aide	Posting Time Frame:
Reports To: Lloyd Sisson	January 12 – February 1, 2018

The following position will be posted internally and externally for the time frame listed above. If you are interested or have questions, please contact Brian Heithoff.

1 POSITION SUMMARY:

Responsible for investigating, surveying, inspecting and staking electric distribution lines in accordance with construction specifications, and preparing staking sheets. The position also performs line locations and maintains the cooperative's maps and documentation as directed.

2 ESSENTIAL DUTIES AND TASKS:

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- c) Exhibits excellent member service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- d) Stakes power lines, draws staking sheets.
- e) Estimates the line cost for the power line extension.
- f) Meets with members to discuss the line cost estimate and state and local rules and regulations.
- g) Inspects poles and lines to determine their condition and need for maintenance.
- h) Prepares right of way easements with bearings and to scale.
- i) Records and reports any potential hazards to the Engineering Manager.
- j) Completes and submits required cooperative, RUS, and other reports to the Energy Services Manager concerning staking operations, materials, and equipment.
- k) Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity, obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general.
- l) Responsible for staking and spotting assigned locations for power line extensions and improvements. Reviews completed work orders to make sure they are in compliance with regulatory agencies. Within the parameters dictated by managers, cooperative policy and applicable RUS, OSHA, DOT, PUC and other regulatory requirements, this position has limited autonomy and latitude to identify and solve problems and make decisions necessary to manage the operation of the electric distribution system dependent on training, experience, and certification.
- m) Perform other duties as assigned.

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk. Work performed outdoors, weather may be extreme, and exposes employee to a noisy environment. Must be able and willing to work irregular hours and some overtime required. Operate any cooperative passenger vehicle and maintain a valid driver's license.

4 PHYSICAL REQUIREMENTS (IF ANY):

Must be able to see, walk, hear and speak. Intermittent standing, stooping, bending and walking. Lifting objects up to 50 pounds may be required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:

- a) Must be physically and mentally able to safely function in all aspects of this position.
- b) Education – Two-year college degree is desirable, preferably in engineering or related field. High school or vocational school graduate with technical majors, together with favorable experience, will be evaluated to determine equivalency to or in lieu of a degree. Additional technical related courses are desirable.
- c) Experience – Minimum of 5 years' experience in staking or related field.
- d) Must be dependable, courteous, and friendly.
- e) Must be able to work with people easily and consider members' concerns.
- f) Must be able to communicate effectively both in written format and verbally.
- g) Must be able to communicate using two-way radio according to FCC rules and regulations.
- h) Must have basic knowledge and use of computers and data terminals; GPS experience a plus.
- i) Must be able to understand and use electronic spreadsheets, word processing and other programs/equipment, including computer programs, provided by the employer now and in the future.
- j) Must be able to competently perform calculations applying principles of algebra, geometry and trigonometry.
- k) Must be able to perform drafting (mechanical and computer aided) lettering, and mapping duties commensurate with high standards of quality, accuracy and neatness.
- l) Must be able to interpret and apply RUS bulletins and guidelines and interpret property descriptions.

MACHINES, TOOLS, EQUIPMENT:

Tools and equipment typically used include: computer, surveying equipment and basic office equipment.

6 QUALIFICATIONS:

- a) High school diploma or GED equivalent. Vocational/Technical school degree or two years of college level courses in technical field desired. A minimum of two years of utility experience may be substituted for some educational requirements.
- b) Successful performance on pre-employment tests may be required.

c) The incumbent must be able to pass any required drug test and new hire physical examination. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

7 **REPORTS TO:**

Engineering Manager

8 **DIRECT REPORTS:**

None

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.