

## **LOCATOR/COLLECTOR**

High West Energy Family of Companies

(High West Energy, Inc., High West Wiring and High West Digital Solutions)

### **1 POSITION SUMMARY:**

Responsible for locating underground electric conductors to ensure a safe environment for underground excavation. Responsible for collection of past due accounts and disconnecting meters as directed by service orders or Energy Services personnel in order to promote a favorable relationship between the Cooperative and the member.

### **2 ESSENTIAL DUTIES AND TASKS:**

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- a) Exhibits excellent customer service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- c) Receives locate requests via One-Call, service orders, supervisor, Engineering and Energy Service employees who may require locates of utilities or facilities.
- d) Responsible for interpreting system maps and accurately locating underground facilities.
- e) Provides assistance in investigating facility damages incurred through excavation dig-ins.
- f) Provides assistance to field personnel in locating other underground facilities that may be required to complete construction jobs.
- g) Corrects system mapping information when discrepancies are discovered while performing locates by reporting the finds to Engineering.
- h) Provides after-hours locating assistance when required.
- i) Performs accurate record-keeping duties.
- j) Submits all money collected and appropriate receipts to cashiers for validation on a daily basis.
- k) Connects and disconnects meters as directed by service orders, supervisor or Energy Services personnel.
- l) Reports member questions or complaints to the proper departments on such matters as high bills, desired location of new services, power outages, low voltage, security light outages or hazardous conditions on the system, etc.
- m) Records and accounts for all time, mileage and materials on the proper forms/systems used in performing duties of the job.
- n) Checks inactive accounts, periodically or as directed by supervisor for any illegal conditions which may be present in the field and report such findings.
- o) Performs 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. Must be able to deal accordingly with angry members or their pets. Operate any cooperative passenger vehicle.

### **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 unable to perform the essential duties of the job.

### **5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:**

- a) Ability to read maps.
- b) Ability to distinguish colors.
- c) Familiarity with High West Energy service area.
- d) Good communication and customer service skills.
- e) Current locator certification or the ability to obtain certification within 6 months.
- f) Knowledge of electrical terminology.
- g) Two years of experience working in the electric cooperative environment is desired.
- h) Ability to operate a two-way radio experience.

#### **a. MACHINES, TOOLS, EQUIPMENT:**

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

### **6 QUALIFICATIONS:**

- a) High school diploma or GED equivalent. Must have and maintain a valid Wyoming driver's license (CDL Class A preferred). Utility locator certification a plus.
- b) 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:**

Electric Operations 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.

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