

TITLE: Staking Technician
DEPARTMENT: Engineering
FLSA DESIGNATION: Non-Exempt
REPORTS TO: Engineering Technical Coordinator

DATE: January 2022
TITLE GRP: Trades
JOB CODE: 54-4421

JOB SUMMARY: Under the supervision of the Engineering Technical Coordinator, prepare staking plans for the construction of commercial and residential electric services. Identify operational material requirements; coordinate new member enrollment; assist in marketing, public relations, member service and economic development functions in support of new and switchover of existing facilities.

ESSENTIAL FUNCTIONS:

1. Develop material lists in support of staking sheet requirements, including conductor and transformer requirements.
2. Estimate cost of providing facilities and service to new and existing members, including contributions in aid to construction.
3. Document work activity record.
4. Operate organizational equipment in a safe, effective, and efficient manner.
5. Perform preventative maintenance on organizational equipment.
6. Estimate operational costs associated with new members.
7. Coordinate scheduling between member and construction crew.-
8. Develop and obtain through negotiation easement and right-of-way documentation; conduct deed searches; identify owners, principal agents and secure cooperation and permission for the construction of electric facilities.
9. Design and stake electric lines to be built/rebuilt as a part of the five-year work plan, including new construction, system improvements, overhead and underground construction.
10. Prepare staking sheets; add information to facility maps, close out work orders in coordination with the Plant Accts/Work Order Clerk. Introduce potential residential and commercial members to the opportunities and benefits of receiving Cooperative services.
11. Assist in development of five-year work plan by collecting information and making recommendations.
12. Adapt to and be able to perform job duties within parameters of new technology including, but not limited to, video conferencing, web-based applications, and wireless applications.
13. Must be able to travel intra/inter-state as needed to perform duties at satellite locations.
14. Must be able to walk over uneven, steep, and difficult terrain for distances of over one mile on a regular, recurring basis.
15. With supervision, pull meters, de-energize transformers and secure facility for safety.
16. With supervision, trip transformers and refuse cutouts using "Extendo Stick."
17. With supervision, properly test voltage at the meter, in accordance with safety procedures.
18. Assist in maintaining system of operational maps to reflect system capabilities and facility locations.

EQUIPMENT USED:

- Organizational vehicle (truck/auto), computer, telephone, radio, fax, photocopier, survey equipment.

OTHER IMPORTANT DUTIES:

- Maintain security of organization equipment areas, including key control security.
- Represent HILCO to current and potential Cooperative members.
- As necessary to perform assigned job, in an emergency situation, or as necessary for the conduct of training, will be required to enter member/customer's property.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service skills.
- Strong computer skills.
- Flexible and adaptable to changing work situations and priorities.
- Ability to work in an overtime/on call situation.
- Excellent math skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate a motor vehicle in a safe, courteous manner in accordance with all applicable traffic laws.
- Ability to travel intra/inter-state as necessary for the conduct of training or for disaster support.
- Knowledge of applicable OSHA, NESC, and PUC laws & regulations.
- Ability to make sound decisions in crisis, non-routine situations.
- Ability to manage multiple tasks simultaneously.
- Ability to move about and within multi-level office buildings.
- Ability to walk over uneven, steep and difficult terrain for distances of over a mile on a regular basis.
- Experienced in working with the public in a courteous, respectful manner.
- Ability to lift and carry equipment weighing up to 30 pounds.
- Ability to obtain security clearance as needed to access governmental facilities.

REQUIRED EDUCATION DEGREES, CERTIFICATES, AND/OR LICENSES:

- High School diploma or equivalent required. Associates Degree preferred.
- Valid Texas Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
- Must be eligible to obtain security clearance as needed to gain access on governmental facilities.
- All required certifications or licenses must be submitted to the Human Resources Department fifteen work days prior to expiration.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.