

Maquoketa Valley Electric Cooperative

Job Description NRECA Job Code 54-4421

Job Title: Staking Field Technician
Department: Engineering
Reports To: Dist. Engineering Sup.
FLSA Status: Non-Exempt-Hourly
To Apply: Visit www.mvec.com

SUMMARY

The Staking Field Technician is responsible for meeting with member owners as well as other outside parties to review their needs and design the solution that will allow the Cooperative to best provide adequate, safe, and reliable electrical service. The Staking Field Technician is also responsible for the planning and design of Cooperative in house line construction projects, both overhead and underground, required to upgrade and maintain the distribution system. Staked designs will be in accordance with RUS, NESC, MVEC, and all other applicable standards and specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Staking Field Technician shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Provide consumers and outside parties with engineering services for new service and rebuild requests by meeting with them as a Cooperative representative at the job site to review options and develop cost estimates.
- Complete the timely field design for new services and rebuilds for members, applying relevant power system engineering calculations
- Complete the timely field design of capital improvement and other Cooperative projects as assigned due to road moves, bridge construction, etc.
- Assist with the design of residential and commercial developments.
- Responsible for designing all projects in accordance with RUS, NESC, MVEC, and all other applicable standards.
- Prepare staking sheets, and develop a material list for project construction.
- Gathers information and submits City, County and State permits as required.
- Collect GPS information for electric facilities to import into GIS system maps.
- Secure right of way as required.
- Serve as a witness and public Notary for execution of Cooperative documents and remains up to date with requirements for this designation.

- Gathers, prepares, records and files easements.
- Patrols the line to identify defective equipment or unsafe conditions and notifies Operations Department of problem areas.
- Operates vehicles and other equipment in a safe manner, observes all safety regulations, and looks out for the safety of others.
- Keeps assigned work area, vehicles, tools and equipment neat and orderly.
- Responsible for providing a safe work environment for themselves and all employees working near them.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to maintain records required for accounting of time and materials
- Must have an understanding of the National Electric Safety Code (NESC), Rural Utilities Services (RUS) Construction standards, and a basic knowledge of electrical wiring,
- Should be familiar with GIS/GPS technologies.
- Must be able to perform the activities necessary to complete work assignments described in the duties and responsibilities section.
- Must be able to work and communicate with a variety of people under varying circumstances.
- Must be able to organize work, set priorities and complete assignments in a timely manner, with attention to detail, and a high degree of accuracy.
- Excellent organizational and multi-tasking skills, legible handwriting
- Displays strong integrity and teamwork
- Self-motivated, discreet, resourceful and detail-oriented
- Ability to think creatively to solve problems
- Ability to define problems, collect data, establish facts and draw valid conclusions

EDUCATION and/or EXPERIENCE

High school education or equivalent is required. Additional training in surveying and/or drafting, or a two-year engineering related degree is recommended. Related experience above the minimum may be substituted for all or a portion of the education requirement.

Experience in GIS operation and GPS data collection is preferred.

REQUIRED LICENSES OR CERTIFICATIONS

Valid Iowa Driver's License

Certification as a public Notary, or the ability to obtain within the first six months of hire.

LANGUAGE SKILLS

This position must have the ability to read, analyze, and interpret technical manuals as well as the ability to effectively present information and respond to questions from managers and co-workers.

MATHEMATICAL/COMPUTER SKILLS

Must be familiar with Microsoft Word and Excel, Google Earth, and able to use hand held GPS tools and associated engineering software.

REASONING ABILITY

Ability to apply common sense understanding, and to carry out instructions furnished in written, oral, or diagram form; Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand. The employee is required to walk. Must be physically able to traverse various types of terrain. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside and Outside.

Work is performed in both an indoor office setting, seated at a desk, and outside in variable weather. Irregular hours including nights, weekends, and holidays may be required during emergencies. Adverse weather may be encountered. Hazards include working near or around electrical and radiant energy.

INTERNAL RELATIONSHIPS:

Operations Department: Works closely on the timely scheduling of work to be completed and communicating details of project design. This may include joining and advising Operations meetings.

Fiber Department: Collaborates to incorporate communications attachments into project design while maintaining construction standards and Code compliance.

Accounting Department: Provides relevant cost invoices or refunds specific to billable projects.

EXTERNAL RELATIONSHIPS

Member-Consumers: Advises and assists member-consumers in every way possible. Takes advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

County Engineers and State IDOT: Works with on projects, exchange information and provide advice and assistance.

Other utilities: Seek and provide information; work with CIPCO and ITC on transmission projects.

State of Iowa Electrical Inspectors: New construction and certain replacement projects require approval by the State Inspection program

Dubuque County Inspector: Obtains pole permits inside city limits.

Iowa One Call: Exchanges Information and coordinate projects.

General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.