Central Texas Electric Cooperative, Inc.

# Position Description

Position: Assistant Staking Technician

Reports to: Director of Operations and Engineering

FLSA Status: Non-exempt

Position Summary:

To assist in surveying, planning, routing, relocation, or rebuilding of existing or new electrical power lines.

Essential Duties and Responsibilities:

1. Assist crew leader in design, routing, and lay out of electric distribution and service facilities in accordance with mem­ber's requests, while satisfying RUS Specifica­tions and accepted practices for design and construction of rural lines. Assist in preparing staking sheets, customer job orders, and connection orders in accordance with the Cooperative's accepted practice.
2. Operate and maintain transportation equipment, tools, and working equipment in proper condition; and report deficiencies or repairs needed.
3. Assist in preparing staking sheets and related agreements to accommodate joint use of poles and trenches by other utilities in accor­dance with the agreement with each utility.
4. Responsible for compliance with the Cooperative's safety rules, safety policies, and safety procedures.
5. Prepare sketches and plans, including necessary drafting as required.
6. In addition to these responsibilities, may be assigned by the Director of Operations and Engineering to perform other duties from time to time.

Education:

High school diploma or equivalency is required.

Experience:

Prior experience as an assistant staking technician is preferred. Experience working with the public helpful. Prior experience with GPS and surveying equipment preferred.

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Job Knowledge:

Must have a strong knowledge of mathematics and be able to develop a working knowledge of distribution line design, transformer sizing, construction specifications, right-of-way easement procedures, relocation procedures, drafting, construction materials, communication skills, and basic surveying. Must have basic computer skills and desire to expand on those skills.

Abilities and Skills:

1. Must possess valid Texas driver license with good driving record.
2. Must be able to communicate in English, both in written and oral forms with the general public and co-workers.
3. Must be able to lift 50 pounds.
4. Must be able to use office equipment such as a copier, facsimile, computer, and printer.
5. Must be able to walk distances up to one mile in uneven terrain.

Working Environment:

The majority of the work schedule will be performed traveling to and working at various field locations within the service territory with some office time each day. Individual must be willing to work in all weather conditions, including help with service restoration during storms. Overtime may be required at times of heavy workload.