

Position Description

Job Title:	<u>Staking Technician</u>	Prepared By:	<u>Karen Ekberg/MRA</u>
Department:	<u>Operations</u>	Dated:	<u>06/01/2017</u>
Reports to:	<u>Operations Manager</u>	Approved By:	<u>Tyler Fisher</u>
Location:	<u></u>	Dated:	<u>11/29/2022</u>

Job Purpose:

The Staking Technician is responsible for the preparation of engineering/construction plans for new and existing electrical services to members, as well as researching, negotiating and obtaining easement and right-of-way documentation.

Essential Job Functions (required duties and responsibilities):

1. Design and prepare staking plans of electric lines to be built/rebuilt including new construction, system improvements, overhead and underground construction, preparing staking sheets in accordance with Rural Utility Specifications and the National Electrical Safety Code. Prepares Basic Environment Reviews for all work plans.
2. Prepare and obtain right-of-way easements by identifying property owners and securing easements and other legal paperwork needed for construction. Records and maintains all documentation for easement and right-of-way interactions and approvals.
3. Prepare and Obtain permits including but not limited to, MN DOT, DNR, Rail Road, County and Township Road Permits. Submits all permits to the proper authority and maintains such records.
4. Determines and documents cost estimates of providing facilities and service to new and existing members, including contribution in aid of construction, permit fees, etc.
5. Develops material list in support of staking sheet requirements, including conductor and transformer requirements.
6. Inspects new construction and re-builds for compliance with staking sheet specifications as well as easement and right-of-way requirements.
7. Visually monitors all construction for proper clearances, defects and/or potential safety hazards.
8. Assists the Operations Department and line crews at the discretion of the Operations Manager and to act in the capacity of Line Worker in outage restoration, line construction and other functions of a Line Worker. May be included in the stand-by rotation at the Operation Managers discretion.

Education/Experience:

- High school diploma or GED;
- Possession of an Electrical Line Worker Journeyman card;
- Possession of CDL;
- Drafting, Staking or CAD experience preferred

Desirable Skills/Attributes:

- Attention to detail and accuracy
- Work respectfully with co-workers and members. Have good communication skills
- Ability to uphold cooperative policies and principals. Provide excellent customer service
- Proficient in the use of technology including computers, computer software, and mobile devices such as electronic tablets, GPS collection device and mobile technology.

Physical/Mental Demands/Working Conditions:

Physical Demands:

- Sit and/or stand at work station
- Viewing computer screen for significant periods of workday
- Climb, stoop, carry, walk, push, pull
- Lift, carry or push 100 lbs.
- Drive equipment and/or trucks on occasion
- Operate equipment and vehicles in safe fashion

Mental Demands:

- Attention to detail in drafting easements and other documents
- Read and interpret staking sheets for proper placement of electrical lines
- Interface with property owners/co-op members

Working conditions:

- Ability to work in Office for extended periods of time while maintaining a respectful attitude toward all co-workers
- Ability to operate Staking Software
- Ability to research and understand statutes and rules pertaining to public and private right-of-way
- May work during inclement weather;
- Driving Co-op vehicle in daily traffic

Disclaimer:

Requirements are representative of the minimum levels of education, experience and skills required to perform the essential functions of this job with or without accomodation. The job description does not constitute a written or implied contract of employment. Todd Wadena Electric Cooperative reserves the right to revise or change essential job functions and/or required duties and responsibilities as the need arises.

Todd Wadena is an Equal Opportunity Employer

I acknowledge that I have reviewed this job description.

Employee Signature

Date: _____