



Engineering Technician

Department: Engineering

Job Description

FLSA Status: Non-Exempt, Hourly

- I. BASIC FUNCTION**– To secure, record, analyze and maintain engineering data, and assist in line staking as assigned. Investigates, surveys, and stakes electrical distribution lines according to construction specifications and prepares staking sheets.

II. DUTIES AND RESPONSIBILITIES

- A. Assist in maintaining a safe working and living environment for employees, members, and the general public by adhering to policies, procedures, and regulations.
- B. Serves members by providing services requested, answering questions, and offering assistance.
- C. Ensures the present and future accomplishments of the departmental and organizational goals by assisting the Engineering Superintendent in developing the competencies, teamwork, and professionalism of the departmental staff.
- D. Helps others by performing other related duties as requested and cooperates with other departments. Is available for work during regular hours and after hours, during emergencies, annual meetings, employee meetings, and safety meetings.
- E. Conserves resources by inspecting and maintaining the assigned cooperative property.
- F. Assist in the extension, improvement, replacement, and retirement of electrical facilities by possessing a knowledge of the National Electrical Safety Code, National Electric Code, applicable local codes, applicable RUS and WCEC specifications and drawings for line construction, the cooperative public utility commission tariff, and other applicable cooperative policies; by executing membership applications, staking lines, executing construction work plans, preparing staking sheets and associated material requisition sheets; by executing construction work plans; and by obtaining Right-of-Way- easements.
- G. Recommends sites for voltage and load surveys and assists in the placement of recorders to verify calculated voltage and load figures; assists with locates and pole inspections.
- H. Assists with maintaining Load Management system including installations and troubleshooting of field devices and Yukon Demand Response System.
- I. Assist Engineering Superintendent and Engineering Tech II with electric system planning by collecting engineering data through field surveys, historical and

electronic means; by maintaining engineering records and files; by economic, and environmental practices and regulations into final reports, budgets, and work plans acceptable to the Engineering Superintendent.

- J. Enhances cooperative operations by assisting the Engineering Superintendent and Line Superintendent during power interruptions.
- K. Investigates, designs, and stakes distribution cable replacement projects and other projects as assigned; and prepares necessary staking sheets and permits to initiate required construction.
- L. Inspects and field checks completed work orders to assure compliance with applicable specifications, accurate material charges, and quality workmanship.
- M. Receives and analyzes service requests and prepares engineering orders to provide adequate and timely service to consumers.
- N. In addition, other responsibilities may be assigned to perform other duties from time to time.

Note: This job description lists major responsibilities. They are not intended to cover every aspect of the position. The scope and duties of a given position may change or be temporarily altered based on the business need of the Cooperative. The basic requirement of every position is to perform all tasks safely and as assigned by the respective supervisor.

III. QUALIFICATIONS

- 1. High School Diploma or GED.
- 2. Two-year degree in electrical or electronics technology or other related field or 2 years of work-related experience preferred.
- 3. Basic knowledge of computer skills
- 4. Strong Customer Service skills required.
- 5. Demonstrates problem-solving, data analysis, and critical thinking skills.
- 6. Must have or be able to obtain a valid Texas Driver's License with an acceptable driving record and be able to operate WCEC Vehicles.

IV. WORK BEHAVIOR

- 1. Must be a great team player.
- 2. Must have a positive attitude.
- 3. Strong and positive leadership.
- 4. Self-directed
- 5. Problem-solving/Analysis/Decision Making
- 6. Must maintain strict confidentiality in performance of duties.
- 7. Must be able to communicate effectively with fellow employees, consumers, and the general public.
- 8. Must possess the ability and desire to self-educate in diverse subjects involving both hardware and software.

V. WORKING CONDITIONS

1. Good physical condition: Sitting (50%), Standing/walking (50%), bending, lifting (50lbs. minimum)
2. Must have effective oral and written communication skills.
3. Must be available for on-call duty as required.
4. Required to use hands to finger, handle, or feet.
5. Must be available for planned and emergency overtime as required.
6. Occasional Travel for Training.
7. Essential functions require talking, hearing, and seeing.
8. Common and complex eye, hand, and finger dexterity required.

VI. REPORTING RELATIONSHIPS

A. Reports to:

- (1) Engineering Superintendent