

JOB DESCRIPTION AND REQUIREMENTS

STAKING TECHNICIAN

Revised 06/20/2022

POSITION SUMMARY

Under supervision of the Operations Manager shall be responsible for staking in the field, creating, and maintaining engineering records.

The Staking Technician is an hourly, non-exempt position with wage depending on experience.

ESSENTIAL FUNCTIONS of POSITION

1. Work effectively as an employee of OCEC and maintain good job behavior through prompt and courteous member service.
2. Help create and maintain a set of computerized system maps.
3. Meet with members for new services and modifications to existing services. Write up staking sheets and work orders for new services, modifications, pole replacements and system improvements.
4. Help create and maintain computerized meter files, transformer files, OCR files, regulator files, and capacitor files.
5. Responsible for knowing and keeping currently informed of all policies, procedures, rate schedules, National Electric Codes, National Electric Safety Codes, wiring specifications and accurately communicating same to the members, employees, and others concerned as circumstances require.
6. Responsible for having a thorough knowledge of the entire distribution system, such as location of lines, voltages, sources of power, direction of feeds, and extent or approximate amount of load carried by each metering point, the relative importance of one line to another, location of breakers, etc.
7. Responsible for performing other duties as requested, from time to time, by the Operations Manager or General Manager.
8. Provide and acquire information and assistance necessary to assure the achievement of department and cooperative goals.

OVERTIME

Overtime may be required to complete the duties as directed. Approval of overtime from Operations Manager must be obtained prior to any overtime performed. Must be willing to accept after hour calls, trouble calls, and perform work in all kinds of weather and at all hours of the day or night.



EDUCATION AND/OR EXPERIENCE

Must have the equivalent of a high school education, a bachelor’s degree in relevant field is preferred.

Experience in an office setting preferred.

ADDITIONAL SKILLS

Must have excellent written and verbal communication skills.

Strong attention to detail with critical thinking and problem-solving skills.

Ability to work with minimal supervision.

Must have knowledge and experience of computers and various software, specifically Microsoft Office products. Knowledge of ESRI mapping software preferred.

Must have, or be able to gain, thorough knowledge of all materials, assemblies, equipment and apparatus, as well as of standard utility construction specifications, so as to be able to understand, issue and/or execute written or oral instructions in connection with construction drawings, staking sheets, etc.

Must have a valid Washington State Driver’s License or be able to attain one within 30 days.

PHYSICAL DEMANDS

This position requires that an employee regularly, walk, stand, bend, crouch, kneel, stoop, use hand tools to open and close equipment, operate other tools, operate power equipment, drive a company truck, and lift a minimum of 25 pounds. Work may be performed in adverse weather conditions.

Requires ability to perform close work, have good vision and hearing.

Okanogan County Electric Cooperative, Inc. is a drug-free workplace. Drug/Alcohol testing required. (see Fitness for Duty language in Employee Handbook).

I have read and understand the above duties and requirements and understand that this job description is not designed to provide a comprehensive or exhaustive list of all activities or duties that may be required by the position. I have been given a copy of the employee policies and have been informed and agree to the wages as set by the Corporation. I understand that my employment is at-will and nothing in this job description constitutes a promise of continued employment or specific treatment.

Signed: _____ Date: _____