



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	Staking Engineer
Grade:	11
Department:	Engineering – Department 12
Status:	Full Time
Exemption Status:	Non-exempt (hourly)
Reports To:	Engineer
Supervisory Responsibilities:	None
Work Location:	Determined by Director of Engineering
Effective Date:	April 19, 2021
Replaces (Effective Date):	March 18, 2021

General Summary: Analyze, design and document new service construction, and modifications to existing electrical services and system improvement projects for the purpose of ensuring work order processing and construction are accomplished in a timely, technically sound, cost effective and safe manner.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not routinely perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assists, advises, and acts as point of contact for new service requests, service upgrades retirements, and makes recommendations to members for compliance with cooperative policies, including the Line Extension Policy, the National Electric Safety Code, and when applicable, local building codes.
2. Interprets and applies technical standards regarding staking operations including determination of requirements for electrical construction both single and three phase electrical devices.
3. Prepares designs for distribution overhead and underground electric utility line extensions and modifications to the electrical distribution system that include detailed structural and electrical calculations as appropriate; utilization of PC and software applications to prepare and maintain project documentation.
4. Prepares staking sheet drawings from rough sketches, engineering notes, verbal descriptions, surveys, previous project documents, collected field data and customer plans.

5. Utilizes associated records, accounting methods, costs estimates, staking sheets, data, engineering and accounting methodologies, technical calculations in project designs and drawings. Provides an estimation of cost to members regarding construction projects.
6. Performs surveying functions such as staking lines, developing and obtaining easements and rights-of-way, and gathering data necessary to prepare site profiles, profiling distribution line routes, exhibit and permit submissions; performs surveying calculations, and complete other surveying related efforts; delineates property boundaries according to legal descriptions, while considering means and date of acquisition, possible land use restrictions, deeds, and/or other pertinent property records.
7. Assists with and ensures that the cooperative mapping system and records are maintained; develops new maps and records as needed to support electric system operations and engineering activities.
8. Works with and assists other cooperative personnel to complete necessary fieldwork and assists with producing project documents, standards, specifications, and other items as required in support of cooperative responsibilities and goals.
9. Assumes responsibility for maintaining current knowledge of the National Electrical Safety Code, National Electrical Code, and construction specifications and standards applicable to the assigned duties of the position.
10. Maintains records necessary for work order accounting procedures and to support the formulation of work plans and reports required by the RUS, and all other regulatory agencies.
11. Acquires and records easements with applicable county officials. Performs other related duties as required.

Job Requirements:

Education and Experience:

1. Requires a high school diploma or equivalent.
2. Requires an associate degree in engineering, engineering technology, or in a related field. A minimum of four years of electrical distribution or design and construction experience may be substituted for educational requirement. A strong background in math, effective computer use, and knowledge of electrical calculations will be required.
3. Requires a minimum of two years electrical distribution or design and construction experience.
4. Requires extensive knowledge and utilization of Microsoft Office software, spreadsheets, GIS software, mobile devices and familiarity using database tables and associated applications.
5. Requires knowledge of surveying principles and property rights.
6. Requires experience preparing and working with easements and permits.
7. Requires successful completion of a pre-employment drug screening.
8. Requires successful completion of a pre-employment physical examination.
9. Requires successful completion of a pre-employment background check.

Certificates, Licenses, Registrations:

1. Must have a valid driver's license.
2. Must obtain a valid Class E license within 30 days of hired.

Preferred:

1. A minimum of four years electrical distribution or design and construction experience preferred.

Knowledge, Skills and Abilities:

1. Demonstrates an attitude of public service and gives advice and assistance to foster goodwill between the cooperative and its members and prospective members.
2. Demonstrates knowledge of building construction as it interacts with electrical distribution lines.
3. Demonstrates knowledge of computer related hardware and software and other office equipment used in design.
4. Demonstrates knowledge of laws, codes and rules regarding safety in order to design a safe electrical system.
5. Demonstrates knowledge of electrical equipment.
6. Demonstrates skill in performing moderately complex mathematical computations, including the use of surveying skills for laying out right-of-way easements.
7. Demonstrates skill in communicating with members and employees for clarifying work order designs.
8. Demonstrates the ability to help resolve member complaints in a timely fashion to maintain good public standing for the cooperative.
9. Demonstrates the ability to offer valuable insights into issues and problems.
10. Demonstrates the ability to prioritize and manage more than one problem at a time.
11. Demonstrates the ability to maintain strong and effective cost controls.

Physical Demands:

1. Employee lifts/carries 16 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts or carries 13 pounds frequently (34% of the time or 100-500 times per day).
3. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
4. Ability to hear in the normal audio range with or without correction.

Work Environment:

1. While performing the duties of this job, the employee will be exposed to outside weather conditions; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.
2. Job may require occasional overnight travel for training.