



BIG COUNTRY

ELECTRIC COOPERATIVE

STAKING TECHNICIAN

Non-Exempt

- I. **Summary** Entry level position. Works with members, construction specifications and maps to design economical electric service. Estimates construction costs and obtains necessary funds and documents prior to releasing prepared staking sheets for line construction. Follows cooperative, NEC, NESC, OSHA, and state and other regulatory agency rules and procedures in the conduct of work.
- II. **Reporting Relationships**
 - A. Reports to: Distribution System Planning Manager
 - B. Staking Technicians 1 or 2 to receive field training, instruction, and guidance.
 - C. Directs: None
- III. **Responsibilities and Authorities**
 - A. Essential functions of the job
 1. Meets with members to explain costs within tariff, options (overhead or underground), work to be accomplished, and assess customer preferences.
 2. Design service to meet members' needs.
 3. Estimates construction costs and obtains necessary funds and documents.
 4. Prepares staking sheets and material lists.
 5. Clears path, stakes line by surveying with transit. Drives stakes where needed to indicate placement of poles and guy wires. Sprays paint on or flags trees to be cut.
 6. Secures and files right-of-way easements, contracts, and permits as needed.
 7. Regular attendance during normal business hours.
 - B. Additional functions of the job
 1. Receives requests for new services, load changes, and acquires right-of-way and easements as necessary.
 2. Conducts field surveys and operates survey equipment.
 3. Carries out meter reading as assigned.
 4. Keeps abreast of current affairs of the Cooperative and can communicate this to the members.
 - C. Learning and Training
 1. On the job training in surveying, staking, and staking sheet creation.
 2. Attends meetings, workshops, and seminars to stay abreast of applicable changes. Some travel required.
 - D. Safety
 1. Follows Cooperative, NESC, NEC, RUS, OSHA, and state and other regulatory agency procedures and rules in the performance of all work.
 2. Posts safety signs on roadways as necessary.
 3. Maintains ability to administer first aid and artificial resuscitation.
 4. Wear appropriate work clothing, a hard hat, safety glasses and other required safety gear as necessary.

5. Maintains Cooperative's tools and equipment in good working order.
- E. Inspecting, Record-Keeping, and Verifying
 1. Prepares field notes including measurements, what the member needs to do in preparation of the line installation, and what the site looks like.
 2. Prepares staking sheet including notes on trees to be cleared or right-of-way to be cleared, equipment needed, size of poles, guy wires, anchors, etc.
 3. Responsible for confirming location of underground lines and equipment with Texas 811 and obtaining confirmation number; and other utilities as necessary for identification on staking sheet.

IV. Relationship

- A. Internal
 1. Distribution System Planning Manager - To receive instructions and special training.
 2. Staking Technicians 1 & 2 – to receive field training, instruction, and guidance.
 3. Other Employees - Cooperates with and coordinates with as a working team.
- B. External
 1. Members - Maintains courteous and cooperative relationships that will nurture goodwill towards the Cooperative.
 2. General Public - Improves member/public relations and fosters high acceptance of the Cooperative as a whole.

V. Qualifications

- A. Job Requirements
 1. Training and Experience –
 - a. Previous experience and training in related field work desired.
 - b. Ability to become certified as a Staking Technician
 2. Knowledge -
 - a. Develop knowledge and understanding of all line materials, assemblies, equipment, and RUS specifications.
 - b. Must be able to understand staking sheets and construction drawings.
 - c. Develop knowledge of tariffs, and Cooperative's transmission and distribution system.
 - d. Develop knowledge of basic electricity and electrical equipment such as properly sizing equipment for load requirements, transformer sizes, etc.
 3. Abilities and skills -
 - a. Ability to communicate effectively with cooperative members, employees, and vendors under emotionally stressful conditions.
 - b. Ability to promote continuous good member and public relations.
 - c. Ability to survey to a location the most efficient and economical route.
 - d. Understands NESC and NEC and can design Cooperative's distribution system to meet these codes.
 - e. Ability to use Algebra and Geometry in determining angles and heights of lines.
 - f. Ability to use surveying equipment.
 - g. Ability to use computer software in preparing staking sheets, material lists and other documents.
 - h. Ability to understand and follow maps, system maps, and line design books and manuals.
 - i. Ability to become certified in CPR, first aid, bucket rescue. Must also be skilled in the use of all safety equipment, and artificial respiration.
 - j. Has and maintains a valid driver's license with a good driving record and be insurable under the standard rate of the current carrier.

- k. Depth/distance visual ability and eye-hand coordination necessary.
- 4. Must have access to reliable transportation to and from work.
- B. Educational Requirements - High school diploma or equivalent to provide fundamental technical knowledge. Associates degree or equivalent work experience preferred.
- C. Physical Demands and Working Conditions
 - 1. Must be in good physical condition to lift heavy objects (50-100 lbs). Some pulling, pushing, stooping, kneeling, and reaching will be required.
 - 2. Will be required to work under adverse weather conditions and around energized lines and equipment hazards on a daily basis.
 - 3. Carries machete or other brush cutting tools, surveying equipment, stakes and hammer. Uses shovel, hammer, pliers, and basic hand tools.
 - 4. Will maneuver around fences, crosses creeks, traverse tall grasses and underbrush, etc. while staking work.
 - 5. Should be available anytime (day or night) in the event of an emergency.

6. Works outdoors most of the time in all types of environmental conditions such as holes in the ground, fallen branches, rough terrain or heavy underbrush. Must endure considerable climbing, walking, and standing.
7. Works in low or no light conditions using handheld lanterns or spotlights.
8. Works in potentially hazardous conditions caused by pets and wildlife in or near the work site.
9. Works in areas with possible exposure to poison oak, poison ivy, and insect stings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Agreed to:

Staking Technician

Date

Distribution System Planning Manager

Date

Vice President of Engineering

Date

HR & Benefits Administrator

Date

General Manager/CEO

Date