

KODIAK ELECTRIC ASSOCIATION, INC.

POSITION GUIDE

POSITION TITLE: Staking Technician		
DEPARTMENT:	Operations	REPORTS TO: Manager of Operations
FLSA STATUS:	Full-Time Hourly Position	STARTING SALARY: DOE
APPROVED BY:	_____	_____
	<i>President/CEO</i>	<i>Date</i>
APPROVED BY:	_____	_____
	<i>Department Manager</i>	<i>Date</i>
RECEIVED BY:	_____	_____
	<i>Employee</i>	<i>Date</i>

I. OBJECTIVE

Apply sound engineering and land surveying principles to solve design, development, and system improvement problems of the electric distribution system.

II. REPORTING RELATIONSHIPS

- A. **Reports to:** Manager of Operations
- B. **Supervises:** None

III. RESPONSIBILITIES AND AUTHORITIES

- A. Render prompt, efficient, and reliable staking services for the construction, maintenance, and operation of distribution lines.
- B. Apply the applicable provisions of KEA standards, the Occupational Safety and Health Administration, the National Electric Safety Code, and the National Electric Code.
- C. Inspect completed work orders to ensure compliance with codes and specifications.
- D. Assist System Engineer and Manager of Operations with building Construction Work Plan or other studies.

- E. Maintain organized records and mapping updates on a regular basis.
- F. Maintain the work order closeout process.
- G. Provide information for developing and maintaining system maps.
- H. Discuss new services, upgrades, and retirements with members, and initiate the appropriate procedures to complete those projects.
- I. Design new line extensions, relocations, upgrades, and retirements, which may be primary, secondary, or services.
- J. Prepare cost estimates for work orders.
- K. Attend and participate in safety meetings, training, and job briefings.
- L. Meet with members or agencies to acquire or locate easements and rights-of-way permits.
- M. Inspect meter bases for compliance.
- N. Inspect meter bases -and or heat systems- and advise customers for Assistance Programs.
- O. Assist members with electrical inquiries.
- P. Assist with troubleshooting meters or finding information using Aclara software.
- Q. Provide support to Member Services.
- R. Ensure proper transformer size, fuse, wire size, or other facilities when completing upgrades or new services.
- S. Inspect Joint Pole Use by communication utilities for compliance.
- T. Maintain current safety and industry standards.
- U. Works daily on establishing and promoting positive relationships with coworkers, members, associated organizations, and the public, while remaining in compliance with KEA policies.
- V. The above items are not intended to be all-inclusive of the essential functions or requirements of this type of work as they may be subject to change based on the operating necessity of the Association.

IV. RELATIONSHIPS

All employees are required to comply with all provisions outlined in the KEA Policy Manual.

A. Internal

1. Reports to the Manager of Operations.
2. Cooperates with Manager of Operations, Line Superintendent, Linemen, and Warehouseman in accomplishing a job efficiently and safely.

B. External

1. Maintains good member relations by providing prompt, courteous, and professional technical service, and develops increased understanding and acceptance of the cooperative.
2. Cooperates with contract crews, offering advice and assistance where necessary.

Disclaimer Statement: This position guide has been written to reflect management's assignment of essential functions and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. *Note: The Position Specification document is a separate document from this Position Guide but has been attached to this document for ease in reading.*

KODIAK ELECTRIC ASSOCIATION, INC.

POSITION SPECIFICATIONS

POSITION TITLE: STAKING TECHNICIAN

I. EDUCATION/EXPERIENCE

- A. High School diploma or equivalent required. Must have a basic understanding of electrical theory, or a strong background with computer skills and GIS/CAD drawings. Must be able to complete staking certification program or equivalent.
- B. Must have valid Alaska Driver's License and be insurable under KEA's insurance rate structure. An annual consent for release of driving record is required.
- C. Must acquire First Aid and CPR card after employment.

II. SKILLS, ABILITIES AND KNOWLEDGE

- A. Must become familiar with National Electric Safety Code, National Electric Code, OSHA rules and regulations, APPA Safety Manual and other applicable codes.
- B. Must become familiar with underground and overhead generation, transmission, and distribution substation systems.
- C. Must have mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical work.
- D. Must have developed language skills to be able to speak, write, hear, and understand the English language, to include reading and interpreting blueprints, work orders and technical manuals, and be able to complete timecards, reports, data tickets, logs, or similar paperwork following prescribed formats as explained by supervisor. Must have the ability to communicate courteously, consistently, and accurately with consumers, fellow employees, supervisors, and contractors.
- E. Must have basic computer operational skills and experience.
- F. Must have the ability to work independently and with limited supervision.

III. OPERATING GUIDELINES

Demonstrates high-level skill in the performance of his/her trade or profession. Understands how the business works and stays current with the changes occurring in both the industry and the

personal job. Visibly demonstrates commitment to continual improvement in processes and self-development. Demonstrates an ability to look at the “big picture” for processes rather than an individual task. Understands the costs to do business and views self as a resource in controlling business costs by working efficiently and using cost effective materials and equipment. Understands that value and safety are important aspects of the business.

IV. WORKING CONDITIONS

A. Physical Effort and Dexterity

1. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, climbing ladders, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, seeing, talking, and understanding.
2. Must be able to see and recognize equipment problems and have corrected vision to 20/40 in one eye, and must be able to hear telephones, radios, and malfunctioning equipment.

B. Environmental Conditions

1. Must be able to perform inside and outside work in all types of weather with no effective protection from weather, including but not limited to rain, high winds, temperature more than 80 degrees Fahrenheit or below 0 degrees Fahrenheit, large amounts of snow long periods of darkness, etc.
2. Travel by motor vehicle, aircraft, helicopter, and boat is required. Must be able to fly as a passenger in fixed wing and helicopters and be able to board and ride in boats.

C. Overtime Requirements

All KEA exempt employees are expected to work during unit restoration activities or scheduled overtime required to accomplish special projects.

Note: Complete achievement of certain of the above specifications may not be required if, in the opinion of the KEA hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.