

# A & N Electric Cooperative

## Job Description and Specifications



<b>Job Title:</b>	Staking Technician I	<b>FLSA Status:</b>	<input type="checkbox"/> Salaried	<input checked="" type="checkbox"/> Hourly
<b>Department:</b>	Engineering	<b>Union Status</b>	<input checked="" type="checkbox"/> Non-Union	<input type="checkbox"/> Union
<b>Reports To:</b>	Director, Technical Services	<b>Revision Date:</b>	7/30/2020	
		<b>Review Date:</b>	N/A	

### Objectives:

- To provide engineering assistance in the areas of general field staking and design work, providing documents and orders for construction, maintenance, and retirement of electrical system facilities.
- To design distribution facilities to extend or enhance service in compliance with RUS construction specifications and other requirements of RUS, the Virginia State Corporation Commission, and The National Electrical Safety Code in order to obtain the most efficient and effective system design.
- Perform any field surveys, drawings, sealed and recorded plats for all company districts with assistance from parties requesting work.
  - Use drawing software on PC to create plat or drawings.
  - Answer any questions from parties involved.
  - Be responsible for keeping up with all necessary training and re-qualifying requirements to maintain license.

### Reporting Relationships:

- Reports to: Director, Technical Services
- Directs: None

### Duties and Responsibilities:

- Schedules appointments and meet with members, developers and contractors at the work site providing input regarding the design and construction of new facilities, or upgrades, modifications or removal of existing facilities.
- Participates in the design, staking, procuring of easements, and creating required paperwork (drawings, staking sheets, materials lists, cost estimates, tree trimming, tree replacements, joint use documentation, etc.) for new construction and system improvements. This includes, but is not limited to:
  - General construction (overhead and underground)
  - System improvement
  - Construction Work Plan
  - Member services
  - System protection (fuses, reclosers, GOAB switches, etc.)
- Estimates cost of providing facilities and service to new and existing members, including contributions in aid to construction per Cooperative policies.
- Design, route and lay out electric distribution and service facilities including transformers in accordance with member's desires, if possible, while satisfying RUS Specifications, and accepted practices for design and

construction of rural lines and prepare staking sheets, member orders and connection orders in accordance with the Cooperative's accepted practices.

- Prepare load studies and recommend changes and additions required to meet the member's needs.
- Advise member and public regarding engineering problems regarding electric service requested and/or required.
- Operate and maintain transportation equipment, tools and working equipment in proper condition, and report deficiencies or repairs needed.
- Prepare staking sheet and assist in preparing agreements to accommodate joint use of poles and trenches by other utilities or communication companies in accordance with the agreement with each company .
- Prepare required work order documents for transmission line construction and retirement as directed.
- Personally agrees to adhere to and abide by the Cooperative's safety rules, safety policies, and safety procedures.
- Prepare sketches, plats and construction cost estimates as required.
- Submit full and concise written reports of field activities and investigations as required.
- Assist with the securing of topo data and layout of substation sites.
- Solicit sales for home resource products by providing brochures, through the mail or in person, and having the ability to explain each product.
- Maintain system maps including necessary drafting as required.
- Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.
- Investigates and resolves member and contractor requests for service upgrades, relocations, right of way problems or other changes to existing facilities.
- Prepares and obtains construction permits from VMRC, Corps of Engineers, Accomack County Wetlands Board, US Department of Environmental Quality and VDOT.
- Provide technical knowledge to support the research and recommendation for system upgrades and improvements.
- Request Virginia's Miss Utility locates when needed to support electrical design projects.
- Maintain a thorough understanding of the latest RUS, NESC, and other specifications and codes so that job designs are in compliance.

- Perform other duties as assigned.

**Relationships:**

Establishes and maintains the following contacts and relationships for the purpose of coordination and communication:

Internal

- Director, Technical Services, Field Engineer, Staking Technician I/II and GIS Coordinator: to seek advice on special projects, details, and procedures so that other personnel may be properly informed.
- Operations and Construction: to discuss special line design projects and/or locations of facilities.

External

- Members: maintains a relationship with applicants, members, businesses and the public that will command respect for the Cooperative.
- Local, county, state, and federal governmental agencies: to confer and coordinate with relative to building or relocating distribution lines and facilities.
- Utility and communication companies: to coordinate activities for joint use, permits and conflicts.
- Electricians and contractors: to advise and seek advice for providing service and/or the requirements thereof.

**Specifications and Requirements:**

**Education:**

High school diploma and a strong mathematics aptitude required. Associates degree in science, math, or technology preferred.

**Experience:**

3 three years of experience in an approved utility construction program may be substituted for the education requirements above.

**Job Knowledge:**

Must have a strong knowledge of mathematics and be able to develop a working knowledge of distribution line design, transformer sizing, construction specifications, right-of-way easement procedure, National Electrical Safety Code, National Electric Code, RUS specifications, Virginia Department of Transportation utilities relocation procedure, drafting, construction materials, communication skills, GPS, and surveying. Must possess a valid driver's license. Understand and adhere to all regulations and requirements set up by the Virginia Department of Professional and Occupational Regulation. Must possess basic computer skills, to include a working knowledge of

Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

**Abilities and Skills:**

Must have the ability to:

- Design distribution lines, service laterals, and transformer sizes.
- Prepare clear and concise staking sheets, plats, right-of-way easements and other
- Support documents.
- Prepare cost estimates for line extensions and relocation projects.
- Communicate with the general public and secure right-of-way easements and contractual
- Follow agreements.
- Must have strong PC skills and knowledge of Microsoft Office is required.
- Perform all office and field procedures related to completing a successful survey.
- Perform other duties as assigned

**Working Conditions:**

The majority of the work schedule will be performed traveling to and working at various field locations within the service territory with some office time each day. Must be willing to work in all weather conditions and negotiate uneven terrain over long distances. Must be willing to assist with service restoration during storms. Overtime may be required at times of heavy workload or outage emergencies.

Occasional travel for meetings, seminars and conferences may be required.

**Time Required for Full Competency:**

Three years

**STAKING TECHNICIAN I**  
**ADDENDUM**

**1. What are the primary responsibilities and functions of this position?**

- A. Design, route and lay out electric distribution and service facilities including transformers in accordance with consumer's desires, if possible, while satisfying RUS Specifications, and accepted practices for design and construction of rural lines and prepare staking sheets, consumer orders and connection orders, including data input, in accordance with the Cooperative's accepted practice.
- B. Negotiate for and prepare easement agreements for new construction and system improvements.
- C. Prepare load studies and recommend changes and additions required to meet the consumer's needs.
- D. Advise consumer and public regarding engineering problems regarding electric service requested and required.
- E. Possess a valid driver's license in order to operate and maintain transportation equipment, tools and working equipment in proper condition, and report deficiencies or repairs needed.
- F. Prepare staking sheet and related agreements to accommodate joint use of poles and trenches by other utilities in accordance with the agreement with each utility.
- G. Prepare sketches, plats and construction cost estimates as required.
- H. Submit full and concise written reports of field activities and investigations as required.
- I. Assist with the securing of topo data and layout of substation sites.
- J. Conduct courthouse and easement record research.
- K. Perform any field surveys, drawings, sealed and recorded plats for all company districts with assistance from parties requesting work.
- L. Use drawing tool on PC to create plat or drawings.
- M. Answer any questions from parties involved.
- N. Be responsible for keeping up with all necessary training and re-qualifying requirements to maintain license.

**2. What equipment or tools do you use in this position to accomplish your job?**

- |                       |                                 |
|-----------------------|---------------------------------|
| A. Vehicle            | J. Hard hat                     |
| B. Computer           | K. Safety glasses               |
| C. Measuring wheel    | L. Rubber gloves                |
| D. Stick and tape     | M. Safety boots                 |
| E. Hammer             | N. Electronic Distance Measurer |
| F. Range poles        | O. Data Collector               |
| G. Cable locators     | P. Tripods                      |
| H. Drafting equipment | Q. Prisms                       |
| I. Two-way radio      |                                 |

**3. What are the most important tasks you perform every day to accomplish your job?**

- A. Design power lines to meet all strength and clearances requirements of the National Electrical Safety Code.
- B. Meet potential customers and design distribution of power lines, including collecting load data.
- C. Work with landowners to procure easements.
- D. Design system improvement projects.
- E. Calculate job cost to find cost difference for agreements, contracts, etc.
- F. Organize work for the day and secure plats if needed.
- G. Review and update customer and job information.
- H. Detail Drafting
- I. Be responsible for all surveying equipment used in field for completing work.
- J. Utilize Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

**4. What tasks do you perform only occasionally?**

- A. Work storm trouble with Operations.
- B. Use of transit.
- C. Transmission staking.
- D. Work inside substations.
- E. Submit highway permits
- F. Perform other duties as assigned.

**5. Are there any important physical requirements in this position?**

- A. Must be able to ride long distances.
- B. Must have good eyesight.
- C. Must be able to walk long distances in varied terrains.
- D. Must be able to do some hand digging to locate facilities.
- E. Must be able to work in all weather conditions.