

WEST RIVER ELECTRIC ASSOCIATION, INC.
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

STAKING TECHNICIAN

I. OBJECTIVE

- A. To provide assistance to members by planning and designing new services that comply with RUS specifications and the National Electric Safety Code.
- B. To ensure a reliable and continuous electrical service to the members by diagnosing and correcting service problems.

II. REPORTING RELATIONSHIPS

- A. Reports to: Staking Foreman

III. RESPONSIBILITIES AND AUTHORITIES

- A. Performs personally the following activities:
 - 1. Stakes primary, secondary, and service installations for new services, system improvements and retirements for existing facilities.
 - 2. Assists lineman as needed in the interpretation of staking sheets and the placement of lines.
 - 3. Respond to member service inquiries.
 - 4. Update system maps and add new services.
 - 5. Assist member in compliance with electrical code and wiring applications.
 - 6. Prepare and send letters to appropriate government agencies and members.
 - 7. Provide information and advice on solar installations.
 - 8. Work with system engineer in completing and updating annual work plan.
 - 9. Secures right-of-way easements and contractual agreements and ensures the proper documentation is filed with city, county, state and federal agencies.
 - 10. Assist foreman as needed.
 - 11. Compute bids for line extensions, developer's agreements and relocation projects.
 - 12. Read meters when needed.
 - 13. Inspect three-phase meter installations for proper wiring.
 - 14. Keeps informed of RUS, NEC, OSHA, and NESC regulations.
- B. Performs the following activities common to all operations employees:
 - 1. Sees that trucks, tools, and equipment assigned is in good working order.
 - 2. Participates in Job Safety and Training.
 - 3. Complies with West River's safety rules and regulations, operates all transportation equipment in a safe manner and looks out for the safety of others.

4. Keeps informed about the cooperative and its policies, plans and programs.
5. Exercises reasonable care in the use of and security of all cooperative-owned property.
6. Keeps supervisor informed of all activities.
7. Answers all member inquiries promptly or refers them to proper person within the cooperative.
8. Makes every effort at all times to be courteous to the members and to do all possible to develop their support for the cooperative.
9. Cooperates with all employees in maintaining good working relationships and high morale. Exchanges ideas, information and job experience that will benefit the organization and assure continued efficiency within the cooperative.
10. Attends and is active in Employee and Safety meetings.
11. Maintains discretion and confidentiality of business practices.
12. Assists with service restoration during storms.
13. Performs other duties as requested or directed by supervisors.

IV. EXTERNAL RELATIONSHIPS

- A. Members: Effectively interacts with members to promote and explain policies, procedures and programs of the Cooperative. Does everything possible in the position to assess and address members concerns in a courteous and expeditious way and provide the members superior service. Responds to member requests or refers them to appropriate personnel.
- B. General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities. Demonstrates an awareness at every opportunity to achieve increased member and public understanding for support of the Cooperative.
- C. Other Utilities: Coordinates with them in installing new services, maintaining existing services and locating cable.
- D. SDREA: Participates in safety meetings and other training.

V. EDUCATION

High School graduate or equivalent.

Minimum qualifications include the successful completion of an accredited power lineman's program. One to two years of technical school or college level courses preferred.

VI. EXPERIENCE

Must have a basic understanding of 115 and 69Kv transmission work, be experienced in 7.2 and 14.4Kv distribution work, rubber gloving procedures, overhead and underground distribution system, substations and related facilities, construction and maintenance.

At least three years progressive experience in electrical utility operations which includes exposure to distribution and transmission construction and/or engineering.

VII. JOB KNOWLEDGE

Must have a thorough knowledge of methods and procedures utilized in the construction, maintenance of overhead and URD distribution and transmission lines and substations. Must possess a knowledge of principles and practices in construction and maintenance of a distribution system. Requires knowledge of RUS Material Construction specifications, RUS line specifications, the National Electric Code, National Electric Safety Code, OSHA Rules and Regulations, South Dakota electrical codes, and West River's safety rules and regulations, policies and procedures.

VIII. ABILITIES AND SKILLS

Must be able to perform all required duties to complete work assignments as described in the position description. This includes:

- A. Must be able to communicate effectively in a courteous and respectful manner, both orally and written, with the general public and co-workers.
- B. Ability to read and interpret documents such as safety rules, system maps, operating and maintenance instructions, procedural manuals, and construction blueprints.
- C. Must be able to prioritize and organize multiple tasks and assignments. Able to work independently, make decisions, and follow projects through to completion.
- D. Must possess an in-depth conceptual and working knowledge of electric utility mapping systems.
- E. Prepare clear and concise staking sheets, plats, right-of-way easements and other supporting documents.
- F. Must possess and maintain a valid South Dakota Class A CDL or be able to obtain one prior to employment and have an insurable driving record.
- G. Must maintain CPR and First Aid certification.
- H. Must possess computer and mobile tablet skills and be able to understand and use spreadsheets, word processing, staking programs, and other software/equipment provided by WREA now and in the future.
- I. Must have a willingness to share knowledge and work harmoniously with others.
- J. Must be innovative in order to creatively develop new solutions to problems. Seeks, recommends, develops, supports and encourages new and emerging technologies that would benefit the staking and engineering department.
- K. Must be able to perform Journeyman Lineman duties.

IX. JOB ESSENTIALS/PHYSICAL DEMANDS

See attached listing.

X. OTHER REQUIREMENTS

- A. Position is required to reside within 20 minutes of the reporting office. For operations personnel reporting to the Rapid City Office, anyone living within the city limits of Rapid City will be considered to be within the 20 minute requirement of this policy
- B. Position requires regular and reliable attendance at the reporting office.
- C. Position requires occasional travel throughout the service area. Occasional overnight travel will be required to attend meetings, seminars, and workshops.
- D. Work is regularly scheduled Monday-Friday, although weekends, irregular hours, nights, and holidays may be required.

- E. Must be available for on-call rotation.
- F. May be asked to volunteer to help other cooperatives during storm conditions.
- G. Position requires working at the Cooperative's Annual Meeting and any other events required by the Board of Directors or CEO/General Manager.

Revised: 3/21/2011

Revised: 11/20/2017

Revised: 3/18/2019

Revised: 11/16/2020