



## **ENGINEERING TECHNICIAN**

### **I. POSITION SUMMARY**

The Engineering Technician will serve the members and support the goals of Jefferson Energy Cooperative by effectively and efficiently assuring that field engineering and preparation of construction work orders for facility extensions, modifications, retirements, or changes are performed in a manner as to provide adequate and dependable electric service to all members/consumers consistent with RUS specifications, the National Electric and Safety Codes, and system and industry methods.

### **II. REPORTING RELATIONSHIPS**

A. Reports to: System Engineering Supervisor

B. Directs: None

### **III. MAJOR RESPONSIBILITIES/ ESSENTIAL FUNCTIONS OF POSITION:**

- A. Provides field engineering and prepares construction work orders for facility extensions, modifications, additions, retirements, or changes in accordance with RUS Specifications, the National Electrical and Safety Codes, and system and industry methods.
- B. Sizes transformers, conductors and devices too properly serve owner and/or developer while ensuring efficient utilization of resources.
- C. Acquires and completes new right-of-way easements, permits, pole transfer forms, property release forms, locate tickets and UPC service area grid maps consistent with present company practices and process for filing.
- D. Monitors and provides staking assistance to crews working on work plan system improvement jobs and maintenance jobs pertaining to the Line Services.
- E. Assists the Mapping Department with field checking of the maps.
- F. Schedules work orders with appropriate Construction personnel.
- G. Coordinates with Director of Line Maintenance on right-of-way issues.

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AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



- H. Assists Manager of Loss Control, Compliance and Maintenance in investigations of customer installation problems and damage claims.
- I. Answers questions from members/consumers regarding any program and promotes goodwill concerning these programs, as well as other JEC involvements.
- J. Interacts with members/consumers, general public, and other persons and organizations in a friendly, courteous, and helpful manner.
- K. Available for any work that may be required at times other than normal working hours and will be expected to take part in the cooperative's "on-call" system.
- L. Assists in determining solutions in territorial issues.
- M. Works with all Cooperative's employee to promote the "team" concept at all times.
- N. Performs the duties of this position in a manner which is in accordance with established policies, practices, and procedures to make a maximum contribution to the objectives of Jefferson Energy.
- O. Attends job training and safety meetings.

**NOTE:** The above are major responsibilities/ essential functions of this position. They are not intended to cover each aspect of the position as the scope, duties, and functions of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

The **ENGINEERING TECHNICIAN** shall be required to perform any other duties assigned in order to fulfill the objective of the cooperative.



**IV. EXTERNAL RELATIONSHIPS**

- A. Other utilities: To coordinate joint use and exchange information.
- B. Government agencies: To coordinate right-of-way easements.
- C. Georgia House Movers Association: To ensure adherence to regulations.
- D. Members: Responding to requests and concerns.



## **POSITION SPECIFICATIONS ENGINEERING TECHNICIAN**

### **Job Knowledge, Training and Experience:**

#### **Required:**

An associate's or two-year technical degree is required; however, experience may be considered in lieu of educational requirements.

#### **Preferred:**

Experience in engineering or staking related field; Previous experience at another cooperative; ITS switching certification.

Class A Commercial Driver's License.

### **Abilities and Skills:**

#### **Required:**

Must have excellent communication skills.

Must be able to interact with members, general public, and other persons and organizations in a friendly, courteous, and helpful manner.

Must be able to produce accurate and detailed documentation.

Must be able to meet deadlines under pressure.

Must have the ability to learn and utilize design, planning, and organizational procedures.

Must have a high proficiency with computer skills including the ability to use database, spreadsheet, and word processing programs.

### **Physical Effort:**

Frequently required to walk, stand, bend and stoop. Must possess excellent hand-eye coordination.

### **Working Conditions:**

This position requires 30% indoor work and 70% outside work in all weather conditions.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment drug screen is required.



## Progression of Engineering Technician

- Apprentice Tech:** Entry level position.
- Engineering Tech I:** Entry level position with all Required Job Knowledge, Training and Experience listed in Position Specifications or a minimum of two years satisfactory performance as an Apprentice Engineering Technician and recommendation of supervisor.
- Engineering Tech II:** A **minimum** of two years satisfactory performance as an Engineering Technician I and recommendation of supervisor; successful completion of the Power Line Design and Staking Certification, CPR certification, and ITS certification.
- Engineering Tech III:** A **minimum** of two years satisfactory performance as an Engineering Technician II and recommendation of supervisor.