

## POSITION DESCRIPTION

A. **Position:** Engineering Aid

B. **Position Function:**

1. To provide assistance for the proper creation and maintenance of the Cooperative's maps, to initiate, maintain, field verify and upgrade the Cooperative's field database for Geographic Information Systems and to provide assistance to the field engineering employees.

C. **Reporting Relationships:**

1. Reports to: Staking Engineer/Manager of Distribution Engineering

D. **Engineering Aid Duties and Responsibilities:**

1. Meets with members to determine the best way to add new service or make changes to existing services while consulting with the Staking Engineer and/or Engineering Technician.
2. Stakes service additions and changes and draws staking sheets. Calculates material breakdown on work orders.
3. Prepares sketches, plats and construction cost estimates as required.
4. Assists with securing topographical data and layout of substation sites.
5. Assures that vehicles and equipment are in good working condition and prepared daily for usage.
6. Keeps accurate inventory of joint use poles.
7. Assists other departments by providing necessary information to meet the Cooperative's objectives.
8. Responsible for complying with Cooperative safety rules.
9. Personally agrees to adhere to and abide by the Cooperative's safety rules, safety policies and safety procedures.
10. Perform such other duties as required or directed.
11. Participates as an active team member in the following ways: attends meetings, shows respect for fellow team members and encourages feedback. Assists in accomplishing team goals and objectives, contributes insights and opinions.
12. **This list of responsibilities is not intended to be all inclusive and may be expanded to include other duties that Management or Staff deems necessary.**

E. **Internal Relationships:**

1. Distribution Engineer
2. Engineering Technician

Works under the authority and guidance of the above personnel. Requests and accepts advice and assistance and confers in operational and personnel problems. Provides advice, assistance and information on employee development, work planning and other areas or special projects as assigned. Coordinates with the above personnel on CVEC's material

requirements, exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.

**F. Reporting Relationships:**

1. Although the Engineering Aid may delegate portions of his/her responsibilities, no portion of accountability for results may be delegated or relinquished. In addition to direct supervisory authority of this position, the Engineering Aid may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Distribution Engineer.

**G. External Relationships:**

1. Members- Provides helpful, courteous assistance and service.
2. General Public- Presents a friendly, courteous image for the Cooperative.
3. Exchanges information that would be mutually beneficial and helpful in maintaining good working relationships with consultants, permitting and regulatory agencies, other power companies and agencies with which the Cooperative has contact.

**H. Position Requirements:**

1. Must possess very strong computer skills, plus the aptitude and ability to learn new programs. Working knowledge of Excel, Word, Access and/or similar programs required.
2. Skills and knowledge normally acquired through a high school diploma or the equivalent.
3. Must possess strong mathematics aptitude.
4. Must have the ability to develop a working knowledge of distribution line design, transformer sizing, construction specifications, right-of-way easement procedure, National Electric Safety Code, computer aided drafting, construction materials and basic surveying.
5. General knowledge of electric utility operations is highly beneficial to this position.
6. Must be able to effectively read and follow operations and safety manuals.
7. Must be able to follow directions and work with other cooperative personnel as assigned.
8. Must be able to communicate with cooperative personnel and others to solve problems as required, both verbally and in writing.
9. Must be able to attend work on a regular and predictable basis. Work is regularly scheduled Monday through Friday.
10. Must be able to perform the essential functions and elements of this position competently following an initial orientation period.
11. Must possess good judgment skills as the work may be varied with problems that are difficult and methods and procedures that are defined.
12. Must be able to be trained to safely operate equipment such as an all-terrain vehicle.
13. Must be a team player.

14. Must possess a high level of integrity.
15. Must be honest and trustworthy.
16. Must be courteous and friendly and able to work well within diverse groups of people.
17. Must be able to gain and maintain the respect of others, both inside and outside of the Cooperative.
18. Must be able to travel throughout the service area. Other travel outside the service area may be assigned.
19. Must possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

**I. Physical Demands:**

1. Work conditions are indoors in a normal non-smoking office environment and outdoors under various weather conditions.
2. The majority of the work schedule will be performed traveling to and from work at various field locations within the service territory with some office time each day. Must be willing to work in all weather conditions, including helping with service restoration during storms.
3. Occasional overtime may be required at times of heavy workload, contingent upon supervisor's authority.
4. May be required to walk for long distances, reach with hands and arms, stoop, kneel, crouch or crawl, climb or balance in order to reach high places.
5. Occasional assistance in moving and/or heavy lifting up to 100 lbs. will be required while loading material or equipment to meet the needs of the company and its customers.
6. Specific vision abilities required include depth perception with the ability to focus to meet the need for improvement or installations of the distribution system. Close vision is needed to work on the computer system and to draw work orders.
7. Must be able to communicate clearly and accurately and possess good hearing as needed for work and safety compliance. Noise level could be moderate to very loud.
8. Occasionally required to work near moving mechanical parts and equipment.
9. Occasionally may drive for three to four hours at one time.
10. Low exposure for potential electrical shock exists for this position.
11. Must be willing to submit to random drug and alcohol testing as per company policy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Distribution Engineering

\_\_\_\_\_  
Date