

POSITION DESCRIPTION

A. **Position:** Engineering Tech

B. **Position Function:**

To design distribution facilities to extend or enhance service in compliance with RUS construction specifications and other requirements of RUS and the National Electric Safety Code in order to obtain the most efficient and effective system design.

C. **Reporting Relationships:**

- a. Reports to: Staking Engineer/Manager of Distribution Engineering
- b. Responsible for: No one normally but functions as crew leader occasionally.

D. **Responsibilities and Authorities:**

2. Negotiate for and prepare easement agreements for new construction and system improvements.
3. Advise customer and public regarding engineering problems regarding electric service requested and/or required.
4. Operate and maintain transportation equipment, tools and working equipment in proper condition, and report deficiencies or repairs needed.
5. Prepare staking sheets and related agreements to accommodate joint use of poles and trenches by other utilities in accordance with the agreement with each utility.
6. Responsible with compliance with the Cooperatives safety rules.
7. Prepare sketches, plats and construction cost estimates as required.
8. Submit full and concise written reports of field activities and investigations as required.
9. Assist with the layout of substations.
10. Instruct and direct engineering aides in beginning stages of their development program so they are prepared for advancement.
11. Maintain system maps including necessary drafting and computer drafting as required.
12. Perform such other duties as required or directed.
13. Personally agrees to adhere to and abide by the Cooperatives safety rules, safety policies, and safety procedures.

E. **Teamwork:**

Participates as an active team in the following ways: attends meetings, shows respect for team members, encourages feedback. Assists in accomplishing team goals and objectives, contributes insights and opinions.

F. **EDUCATION:**

An engineering degree from an accredited college is preferred. A high school diploma or equivalency, along with strong mathematics and computer aptitude, might be accepted.

G. EXPERIENCE:

A minimum of three years of increasingly responsible experience as an engineering aide or equivalent from an electric utility staking department or construction department preferably with a consumer-owned or publicly-held utility system.

H. 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 Electric Safety Code, computer and manual drafting, construction materials, communication skills and basic surveying. Must possess a valid New Mexico driver's license.

I. WORKING CONDITIONS:

Normal (non-smoking) office environment and outside weather conditions both exist for this position. 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, including help with service restoration during storms. Occasional overtime may be required at times of heavy workload, contingent upon supervisor's authority.

J. PHYSICAL REQUIREMENTS:

Occasionally required to talk, sit at a desk, or in a truck; use hands and fingers to work with tools and machinery. Occasionally 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. Low exposure for potential electrical shock exists for this position. Might occasionally assist in moving and/or lifting up to 100 pounds while loading material or equipment to meet the needs of the company and its customers. 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. Occasionally required to work near moving mechanical parts and equipment. Noise level could be moderate to very loud. Occasionally may drive for three to four hours at one time.

K. RANDOM DRUG TESTING:

Is required to submit to a random Drug and Alcohol test as per company policy.

Employee

Date

Manager of Distribution Engineering

Date