

NAVARRO COUNTY ELECTRIC COOPERATIVE, INC.

SUBJECT: JOB DESCRIPTION STAKING TECHNICIAN

I. OBJECTIVES

To render prompt, efficient, and reliable electric service that will promote consumer goodwill and acceptance, construct the distribution facilities of the Cooperative in the most efficient manner possible and in conformity with established practices and procedures, keep the superintendent adequately informed relative to progress and planning of construction activities and conduct himself in such a manner as will reflect credit to the Cooperative, and contribute to an increasingly better understanding by, and harmonious relations with the membership and public in general. To cooperate with other departments to achieve a high degree of coordination of related activities.

II. RESPONSIBILITIES

- Helps with developing and recommending annual budget.
- Helps with planning, developing, and recommending appropriate policies with respect to construction and maintenance of the Cooperative system.
- Helps with planning and scheduling daily and/or weekly work for crews and service trucks.
- Keeps up to date on equipment and construction methods in the industry by reading, visits, and conferences with other utilities, engineering firms, and equipment manufacturers.
- Works with superintendent in scheduling of construction and maintenance activities.
- Obtains signed contracts for new connections.
- Obtains right-of-way easements for new line construction.
- Prepares cost estimates on proposed construction to be performed.
- Keeps communications adequate through consultation and the submission of proper reports to other supervisory personnel.
- Designs line construction, stakes planned lines and draws up staking sheets.
- Performs other related duties as required.

III. RELATIONSHIPS

A. INTERNAL

1. Direct

- a. Manager Administrative Services

2. Indirect

- a. General Manager/CEO
- b. Manager Construction, Operations, & Maintenance
- c. Superintendent
- d. Crew Foreman
- e. Personnel Assigned

B. EXTERNAL

- a. Members of Cooperative - To provide prompt and courteous service with the assurance that members are receiving the ultimate in uninterrupted service in accordance with the Cooperative's policies and procedures, view points and objectives, and to seek the consumer's understanding, acceptance, and support of the Cooperative.
- b. Salesmen - To obtain information on new products.
- c. Consulting Engineer - To obtain information on new loads and technical data on RUS line construction methods.
- d. Contractors - To inspect construction for conformance to RUS building requirements.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.