

THE SEDGWICK COUNTY ELECTRIC COOPERATIVE ASSN. INC.
Cheney, Kansas

TITLE: ASSISTANT STAKING ENGINEER/WAREHOUSEMAN

REPORTS TO: LINE SUPERINTENDENT

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Completion of advanced technical training school.

Approximately three years' experience in design and/or field experience in electric utility planning or construction work including surveying, drafting and electrical system planning is preferred.

Must have a valid Commercial driver's license.

PERSONAL & PHYSICAL CHARACTERISTICS

Must be of highest integrity, dependable, have high morals and good personal habits.

Must be able to meet people easily and adjust quickly to varying personality traits.

Must be patient, courteous, tactful and friendly.

Must live within easy commuting distance of the Cooperative.

Must meet essential physical and mental demands (see attached).

RESPONSIBILITIES

The responsibilities of the Assistant Staking Engineer/Warehouseman are and include:

1. To perform the warehousing duties of the Cooperative so that material required to carry out the activities of the Cooperative are neatly stored and readily available. To maintain the storage areas so that he/she is aware when material is needed to be re-ordered and advised the purchasing clerk of the needs.
2. To perform the routine maintenance of the Cooperative's rolling stock, advise and assist in maintaining all vehicles in safe operating conditions.
3. To perform office custodial duties so that the general office presents a neat and clean appearance to the general public and the Cooperative staff at all times.
4. To perform routine maintenance on the Cooperative's buildings and grounds as needed and to advise and assist on matters dealing with the Cooperative's buildings and property.
5. Performs staking required on line relocates, yearly pole inspections, service upgrades, small new construction.
6. Contact for Tree Crews
 - a. Ensure budget is maintained
 - b. Discuss tree issues members may bring to attention
7. Maintains Substation grounds.
8. Manage the Kansas One-Call tickets (locates).
9. Purchase lineman clothing.
10. To assist the members in the design of their system to assure ample electric power to perform the tasks which they require.

11. Recommends for prompt repair any condition on the lines that might have caused a service interruption or might be a possible cause of service interruption.
12. Keeps informed by all available means of new developments and industry procedures and practices; interprets them in terms of desirable developments, and recommends to the Line Superintendent matters requiring his consideration or approval.
13. Studies and recommends to the Line Superintendent improved methods, procedures and operations to reduce costs and improve efficiency.
14. To maintain proper control over the mapping system to insure accurate and up to date system maps.
15. Operates and maintains assigned transportation equipment, tools and work equipment in proper condition. Ensures registration and insurance are current.
16. Receives trouble calls after normal working hours, weekends, or holidays and either acts as dispatcher or repairman depending upon assignment.

OTHER DUTIES AND RESPONSIBILITIES

To provide maximum service to the Cooperative by assisting and performing such other activities as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of RUS construction units and materials desirable.

Ability to read and interpret documents such as our Rules & Regulations, policy and procedure manuals.

Ability to write routine reports and correspondence.

Must be able to communicate effectively over the telephone and via two-way radio.

Must have an effective knowledge of utilities, computers, and general office procedures.

Able to react to change productively and to handle other tasks as needed.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

The Assistant Staking Engineer/Warehouseman may occasionally lift and carry up to 25 lbs. when lifting stakes, tripod and transit and taking to designate site. Pushing and pulling approximately 15 lbs. will occasionally be done when using a measuring wheel in the field and opening and closing file drawers at the office.

Twenty percent (20%) of the time is spend standing, fifty percent (50%) walking, and another thirty percent (30%) sitting while driving a vehicle.

Operating controls frequently is necessary when driving a vehicle. Climbing will be done occasionally when going up ditches, embankments, etc. Balancing is constantly necessary while working, standing, sitting, climbing, kneeling, etc. Stooping, kneeling and crouching are all done occasionally when driving stakes.

Reaching, handling and fingering are all done frequently when working at the desk, using telephone and using communication radio in vehicle.

THE SEDGWICK COUNTY ELECTRIC COOPERATIVE ASSN. INC.
Cheney, Kansas

Talking and hearing ordinary conversation is constantly necessary to communicate with other employees, members, contractors, etc.

Seeing near is constantly necessary when reading meters or maps and driving a vehicle. Seeing far is constantly important in order to find services and when driving a vehicle. In this type of work it is also constantly important to have depth perception, eye accommodation, color vision and field of vision.

Mental abilities constantly necessary to competently perform the job are alertness, precision, ingenuity, problem-solving, analytic ability, spatial perception, persuasiveness, speaking ability, memory, concentration, judgment, writing ability, reasoning, initiative, patience, visual discrimination and aesthetic sense.

WORKING CONDITIONS

The Assistant Staking Engineer/Warehouseman spends approximately twenty percent (20%) of their time inside and eighty percent (80%) outside or in a vehicle. The noise level is commonly 50-60 decibels, except for about an hour each day when the level reaches 70-90 decibels due to traffic and machinery.

While working outdoors, the Assistant Staking Engineer/Warehouseman is routinely confronted with traffic fumes, unpleasant odors, sand and dust, gases and changing weather conditions.

The most common hazards with this job are mechanical and electrical due to driving a vehicle and working with power lines. When exposed to the elements outdoors, they may occasionally be susceptible to wind and sun burns or frostbite.

SUPERVISORY RESPONSIBILITY

None

POSITION CLASSIFICATION (professional or union): Union eligible position

October 2017