

Alger Delta Cooperative Electric Association

OWNED BY THOSE WE SERVE

POSITION: Utility Services Technician

REPORTS TO: Operations Coordinator

STATUS: Non-Exempt (Hourly)

POSITION SUMMARY:

Locate and mark electric distribution system facilities under the Miss Dig System in a timely manner. Prepare and maintain distribution mapping system as well as meter exchanges and various warehouse duties.

POSITION RESPONSIBILITIES:

1. Process requests for cable locating in the field, physically marking facilities route in compliance with Miss Dig and cooperative requirements and practices; prioritize locates by emergency status and location/route. Communicate results with end users as appropriate, including when clear of Alger Delta facilities.
2. Stay educated on Miss Dig requirements and file and track Miss Dig activities for future reference or expansion; provide performance data as requested.
3. Monitor and maintain locator equipment, monitor paint and flag inventory and notify purchasing personnel of supply needs.
4. Enter and maintain distribution system maps and related engineering and customer data using appropriate mapping software.
5. Assist in providing ground support for line personnel during emergency situations.
6. Deliver material to job sites as needed.
7. Meter exchanges
8. Receive materials in the warehouse and stock shelves.
9. Perform housekeeping activities in the warehouse, shop, garage, pole yard and other areas as necessary to maintain a clean, neat, organized and safe work area.
10. Other tasks as assigned.

POSITION REQUIREMENTS:

EDUCATION & EXPERIENCE:

High School diploma or GED. Valid Driver's License. CDL Preferred. Prior locating experience highly desirable.

KNOWLEDGE:

Must possess or be able to obtain an effective working knowledge of materials, tools, equipment, and other items used in electric power distribution system construction and maintenance. Must possess or be able to obtain a working knowledge of order entry systems, stock picking and related activities, issuing and receiving of materials, shipping and handling of materials, ordering materials, and organization of materials. Must have or be able to obtain knowledge of office equipment such as copiers, printers, phone systems, postage machines, and computers including

ability to use email, word processing, databases, spreadsheets and computer software used for material and inventory management.

ABILITIES AND SKILLS:

Must be able to:

1. Communicate effectively, both orally and in writing, and work as part of a team.
2. Prioritize, organize and perform multiple tasks at the same time.
3. Operate or learn to operate a forklift or similar vehicle and maintain the qualifications to do so.
4. Perform basic mathematical calculations.
5. Must pass a pre-employment drug and alcohol test as well as a background check.
6. Must be able to respond to after-hour callouts and work overtime when requested.
7. Must be able to drive a company vehicle. CDL Preferred.

ENVIRONMENTAL CONDITIONS:

Work is to be performed indoors in an office or warehouse environment and outside in various locations including pole yards, right-of-ways, easements, and other outside areas.

PHYSICAL REQUIREMENTS:

Must possess visual acuity and manual dexterity, as well as the ability to hear and communicate orally and in writing. Position requires the ability to frequently stand, walk, lift, sit, bend, stoop and squat. Must be able to lift up to 50 pounds; grasp, hold, handle and carry small items and materials; push and/or pull, frequently reach above shoulder level, climb, balance, kneel, crouch, and twist.

DISCLAIMER:

The information contained herein is intended to provide a general description of the requirements for the performance of this position. This description shall not be construed as an exhaustive statement of the duties, responsibilities, skills, or requirements for this position. The duties, responsibilities, skills, and requirements for this position are subject to modification at any time.