



## JOB DESCRIPTION

COMPANY: Newport Utilities DATE CREATED: 3/2021

JOB TITLE: Staking Technician

GRADE LEVEL 10 Exempt      Non-Exempt X

REPORTS TO: VICE PRESIDENT, OPERATIONS & TECHNOLOGY

PURPOSE OF THE JOB (Why is the job performed?): The role of the Staking Technician is to work with customers, customer service, line construction personnel, system operator(s), and right of way personnel, to layout and design new electrical lines, and to design system renovations, and expansions of existing lines and to ensure that each job is performed safely, properly, and in a timely manner.

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations, and company policies and procedures and ensure that all crew members comply as well.
- Review requests for new or updated lines and prepare material reports, and plans for construction.
- Work with customers to spot and efficiently locate all electric meters for change outs or upgrades as well as new services.
- Indicate to customers all areas that require clearing and trimming for new right-of-way.
- Perform load studies on transformers (i.e., review energy usage of customers served from existing transformers and make determinations for upgrades in transformer size).
- Produce staking maps, prepare material and service improvement sheets
- Establish staking locations in the field.
- Communicate with inter-departmental personnel, government entities, contractors, and customers.
- Communicate with customers concerning their load requirements, equipment sizing, conductor sizing and contract demand.
- Establish routing (billing) for new services.
- Prepare cost estimates as requested by customers for underground primary installations and for any relocation projects or significant changes in wiring or construction (i.e., installing primary metering and components).
- Establish line relocation for highway construction.
- Keep track of attachments by all other utilities (telephone and cable) using NU poles or anchors.
- Determine need for change in materials (electric) and make changes in computer database on recommendation from crew or warehouse.

- Develop familiarity with line feeds and locations of breakers, fuses and other equipment.
- Note changes on roads or sub-divided properties for future reference.
- Develop familiarity with online tax maps and related electronic data to trace ownership of properties along service routes.
- Interact/consult with state inspection representative(s).
- Research right-of-way easements when boundaries are in question.
- Secure, obtain notary, and record Right of Way/ Easements
- Secure permits for right-of-way/easements for new construction at railroad crossings, or along government forest perimeters.
- Attend conferences, workshops, training seminars to gain new information on utility practices.
- Attend agency meetings as requested by NU, i.e. TDOT, TVA, railroad, forestry meetings, etc.
- Assist line crews during emergency situations.
- Assess the hazards associated with the work to be performed.
- Must be able to wear all required PPE, including safety glasses, hard hat, proper clothing, proper gloves, etc.
- Process paper work (i.e., time sheets, track equipment and material usage, inspections, and injuries).
- Employee may have access to confidential information and will ensure to maintain confidentiality.
- Interact/communicate with customers/contractors at job site, or other forms of contact.
- Must be able to work extended hours beyond normal shift, evenings, weekends, and holidays during emergencies.
- Must be able to report to work for emergency purposes in 30 minutes or less and subject to overtime on short notice.
- Regular and reliable attendance.

#### **MARGINAL JOB DUTIES & RESPONSIBILITIES:**

- Consult with Purchasing Manager and VP Operations and Technology on special projects.
- Perform system pole inspections, create service orders for necessary repairs.
- Report all near miss incidents to the appropriate personnel.
- On-Call Expectations; a minimal response time is expected when contacted (i.e. less than 30 minutes).
- Participate in safety programs.
- Attend off site training to refresh/gain new information on utility practices.
- Interaction with stockroom personnel for inventory control.
- Interaction with NU employees and the public.
- Perform other duties as directed by supervisor.

## **EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:**

- Possess a high school diploma or GED certificate.
- Possess and maintain a valid Tennessee driver's license with CDL classification.
- Must be insurable as a driver per NU's liability insurance provider.
- Successfully pass the TVPPA Line Design training courses as requested by NU.
- Be certified in first aid and cardiopulmonary resuscitation (CPR).

## **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Possess adequate reading ability to interpret written/printed information on maps, poles, transformers, material lists, written/printed information on maps, diagrams, and schematics, work orders, service orders, service improvement requests, and safety manuals.
- Possess adequate written language ability to complete time sheets or material sheets, make notes and to record information on maps, and forms regarding placement of equipment, enter data into spreadsheets, correspond with customers via mail or email, and provide written directions / instructions.
- Possess adequate mathematical skills to calculate totals, distances, angles, degrees, altitudes, lat/longs, tensions, heights, bills or kilowatts, KVA, and reactive loads, and to calculate loads and wire capacity (multiplication, addition, subtraction, and division, geometry, trigonometry).
- Possess adequate computer skills to produce staking maps, prepare material and service orders, to look up billing data, to make inquiries on our mapping, outage management (OMS) and AMI systems, and correspond via email/ phone.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook).
- Possess organizational, influencing, customer service, and problem solving skills.
- Possess adequate communications skills to interact with coworkers, other agencies, and customers.
- Possess leadership abilities and be able to work as a member of a team.
- Possess detailed knowledge of NU's service territory, line construction standards and service policies.
- Possess a working knowledge of the APPA Safety Manual, National Electric Safety Code and National Electric Code.
- Possess a working knowledge of power line permitting processes for TDOT, county governments, railroad crossings, and state/federal forestry areas.

## **REVIEW OF PHYSICAL DEMANDS:**

- Occasionally lift and carry up to 30 pounds from ground to shoulder height (weight of transit and tripod).
- Frequently stand and walk to take readings from transformers and poles, and to cross fields to access poles.
- Work from a seated position when operating company vehicle.
- Occasionally climb and balance in order to cross fences and streams or ascend and descend steep slopes.
- Reach with arms slightly extended out in the front in order to operate the company vehicle.
- Possess sufficient verbal and auditory skills to converse with customers, supervisors and other personnel via various means of communication (i.e., radio, telephone, etc.)
- Possess sufficient visual acuity to read maps, forms, and information on poles and transformers.
- Possess sufficient visual acuity to operate vehicle and locate utility poles at a distance.
- Perform repetitive movement with fingers in order to operate computer.
- Possess the ability to change visual focus from reading maps to poles at a distance.

## **ENVIRONMENTAL HAZARDS**

- Develop awareness of potential hazards of energized power lines and appropriate safety measures required to work on them.
- Develop awareness of potential hazards of power tools, and power equipment and practice caution when using.
- Develop awareness of potential hazards from working at heights (i.e., climbing ladders, working out of a bucket truck or using climbing hooks) and a tolerance for such conditions.
- Develop awareness for potential hazards when using chemicals or being exposed to toxins (i.e., rust inhibitors, insect repellent, transformer oil, PCB's and PVC glue).
- Develop awareness of potential hazards associated with setting poles and hanging transformers, and take appropriate safety measures when required.
- Develop awareness for potential extremes in noises when working around heavy equipment and chippers and take appropriate precautionary measures to protect hearing.
- Develop a tolerance for frequent exposure to dust and exhaust fumes on construction sites.
- Develop awareness for the environmental hazards (i.e., venomous snakes and insects, vicious dogs, poisonous plants, steep slopes and rugged terrain) which affect construction personnel and take appropriate measures to eliminate or minimize such hazards.
- Develop a tolerance for exposure to extremes in weather conditions especially those occurring in emergency situations (i.e., rain, snow, ice, sleet, high winds, and extremes in temperature).



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis. The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

**SIGNATURES:**

**Employee** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Dept. Mgr.** \_\_\_\_\_ **Dept. V.P.** \_\_\_\_\_

**Human Resources** \_\_\_\_\_

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