

Heart of Texas Electric Cooperative, Inc.

Position Description

Position: Staking Technician (162)

Department: Operations

Reports Directly to: Operations Manager

FLSA Status: Non-Exempt

Position Summary:

Investigates, surveys and stakes electric distribution lines according to construction specifications, and prepares staking sheets.

Essential Functions of Position:

1. Stakes and draws staking sheets. Calculates material breakdown on overhead and underground distribution and maintenance job orders, either manually or through Bill of Material.
2. Assigns proper account numbers, map numbers, and line section numbers to new accounts.
3. Secures needed right-of-way easements, notarizes and files as appropriate.
4. May maintain distribution voltage drop calculation program and section maps. Assists in preparing and maintaining system maps and database.
5. Conducts field inspections of construction projects.
6. Prepares activity reports and performance records on construction projects.
7. Is expected to work overtime when needed and may be called in to work at any time.
8. Performs other duties as assigned.

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

HOTEC reserves the right to revise or change the position responsibilities as the need arises. This Position Description does not constitute a written or implied contract of employment. The time frames mentioned for successful accomplishment of training phases are for illustrative purposes only and should not be construed as an implied contract of employment for any amount of time.

Acknowledgments:

I acknowledge that I have been given a copy of this Position Description detailing the requirements of my job, have reviewed it, understand it, and have had an opportunity to ask any questions I may have. I also certify by my signature below that I am able to perform the Essential Functions listed in this Position Description either with or without an accommodation. I understand that it is my responsibility

to discuss any request for an accommodation with my Supervisor and/or HOTECH's Manager of Human Resources.

Employee Signature

Printed Name

Date

Staking Technician Position Description

Revised May 29, 2018