



POSITION OPENING



Recruiting for...

STAKING TECHNICIAN

Salary: Range 43, \$5886 – \$7154/monthly

Regular, full-time, non-exempt position / 40 hours per week

Reports to: Operations Supervisor

SUMMARY STATEMENT

The Staking Technician plays a key role in Emerald's mission to provide safe and reliable power. This position is responsible for designing and processing distribution construction projects, conducting rights-of-way acquisition and permit requests, performing inspections, and supporting the joint use program. This involves communicating and collaborating with customers, contractors, and agency personnel. These critical activities ensure equipment and facilities are established and operating in a safe and effective manner, which is vital to Emerald's mission. This position is part of the Operations Department and reports directly to the Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of Duties – Duties may include, but are not limited to the following:

- 1. Field Staking** – Process requests for new residential and small commercial service. Design system improvement work such as overhead to underground conversion, cable and pole replacements, and equipment upgrades. These tasks can include meeting with customers, developing the design, identifying the material needs, generating cost estimates, and processing the records, contracts, permits, and notices. Prepare and submit rights-of-way permit requests to various agencies and authorities. Prepare and obtain easements, including accessing county records to obtain the legal descriptions. Perform routine voltage drop calculations and determine proper transformer and wire sizes. Coordinate with contractors and local government entities on utility construction projects and improvements. Support all aspects of the joint use program, which includes processing applications for attachment to Emerald's facilities by joint users, and completing pre and post attachment inspections. Complete field inspections of Emerald's facilities to ensure accurate asset inventory and all work is compliant with PUC, OSHA, and NESC requirements, as well as Emerald's safety rules and practices.
- 2. Communication and Collaboration** – Although this position works independently the majority of the time, there are opportunities to collaborate with other employees. As a result, it is imperative to cooperate and keep an open mind when working with others, focus on developing strong, effective working relationships with colleagues across departments, and willingly share skills, competencies, and knowledge with others. Communicate with customers, developers, contractors, and agencies in a professional manner and negotiate with tact.
- 3. Work Management** – Embrace the culture of empowerment by using sound judgment, thoroughly reviewing and analyzing problems, making reasonable recommendations, and developing alternate solutions when necessary. Work independently and take ownership of assignments, following through to ensure projects and tasks are completed on time and in a thorough manner. Take initiative to solve problems and explore opportunities to increase efficiencies.
- 4. Computer and Technology** – Utilize diverse computer systems and programs to gather and analyze data. Help generate meaningful information to assist with decision making, increase efficiency, and maximize productivity. Be receptive to opportunities and changes involving new technologies and procedures.
- 5. Customer Service** – Provide exceptional service to both internal and external customers to ensure expectations are met or exceeded. Help to build Emerald's brand as a trusted advisor and provider of choice by looking for opportunities to enhance the customer experience.
- 6.** Perform other duties as assigned.

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SKILLS

1. Must have working knowledge of surveying techniques and rights-of-way acquisition for private and public lands.
2. Must have knowledge of distribution line construction, framing strength requirements, and PUC, OSHA, and NESC requirements.
3. Must be able to become proficient with Emerald's GIS system.
4. Must possess knowledge of personal computer (MS Office) Word, Excel, and Outlook systems.
5. Must have the ability to establish and maintain effective customer relations and respond to customers in a professional manner.
6. Must exercise efficient time management, self-motivation, initiative, resourcefulness, and organization.
7. Must demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and customers.
8. Must demonstrate the ability to use sound judgment when faced with problems or addressing confidential customer situations.
9. Must be able to collaborate across departments including with peers, customers, contractors, and agency personnel.
10. Must be willing and able to learn new concepts and adopt alternative techniques within the rapidly changing utility industry.

EDUCATION AND EXPERIENCE

Experience

1. Must have 3 years of experience with electric distribution utility field work.
2. Must possess a current and valid Oregon driver's license and have a good driving record.

Education

1. Must have a high school diploma or equivalent.
2. Advanced technical coursework in electric distribution systems is very desirable.

Physical Demands:

1. Must be able to lift carry, pull, and push items sometimes in excess of 50 lbs. in rough terrain and adverse weather.
2. Must be willing to work over the regular 40 hour/week schedule if requested, and be willing to be called out for service in the event of a power outage or other emergency.

NOTE: *This description is intended to represent key areas of responsibility. It is not meant to be all inclusive and does not prescribe or restrict the work that may be assigned. Nothing in this description restricts EPUD's right to assign or reassign duties and responsibilities to this job at any time. Job descriptions may occasionally be updated, as necessary, to reflect evolving business needs.*

To apply, please submit the following:

- **Completed EPUD application**
- **Resume**
- **Cover letter** (Explain why you want to be considered for this position, and provide details about your past work-related experience to support your qualifications.)
- **Veterans' Preference Form**, if applicable.

Application form and complete position description are available at EPUD's front desk or at www.epud.org/careers/.

Position closes at **6 PM, Thursday, December 13, 2018**. Incomplete applications will not be considered.

Please send application packet to:

Human Resources Manager, Emerald PUD, 33733 Seavey Loop Road, Eugene, OR 97405.

Applications with resume and cover letter can also be submitted by email to: jobs@epud.org.