



Solutions for the Future

Providing Electric, Telephone, Internet and Cable Television Service

557 Kenny Wren Road • P.O. Box 350 • Dillingham, AK 99576

Phone: 907-842-5251 • FAX: 907-842-2799 • www.nushtel.com

JOB DESCRIPTION

Utility Staking Technician

REPORTS TO: Electric Operations Manager and Telecom Operations Manager

SUPERVISES: None

OBJECTIVES: To provide staking support to all divisions of Nushagak Cooperative, inspect materials, design plant and facilities, safety, and compliance of applicable codes of all owner and/or contractor built utilities services by the Cooperative and support all aspects of the cooperative's electrical metering system.

MISSION STATEMENT:

We exist to serve our members in a cooperative spirit, providing competitive, reliable, and safe services at cost consistent with sound management. We will continually evaluate the needs of our members and take an active role in the development of opportunities advantageous to our members.

RESPONSIBILITIES:

1. Follows safe working practices and compliance with safety rules and guidelines established by Nushagak Cooperative, Inc. Reports safety violations to Electric Operations Manager/Telecom Operations Manager.
2. Insures adherence to Rural Utility Service (RUS) specifications and National Electric Code (NEC) and National Electric Safety Code (NESC) guidelines in all phases of construction and maintenance of distribution line, and telephone and cable television plant.
3. Maintain knowledge of overhead and underground line construction and maintenance.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

4. Investigate and contact members, contractors, sub dividers, regarding the construction of new services and/or the changing or upgrading of existing services. To include estimating new services and constructions costs for consumer.
5. Responsible for the gathering of field information needed to appropriately process work orders and service orders and acquire Right of Way permits, Easements, and Service Line Agreements as necessary to complete new line extensions.
6. Responsible for obtaining and maintaining the following: Right of Way, Land Use, Temporary Use, Encroachment and Wetlands agreements as well as Anadromous and Water Use permits from Federal, State of Alaska, city governments, borough governments, private landowners, and all applicable tribal entities.
7. Responsible for staking drawings, continuing plant records (CPRs) for all services, engineering drops and/or services, and line extensions used by permitting agencies and NETC crews.
8. Maintain, file, record and upgrade the following: mapping, general record keeping, plant inventory, property records, easements, permits, processing of staking sheets, continuing plant records (CPRs) and billing.
9. Responsible for working and coordinating with each division, for staking additions and upgrades, engineer jobs and utility services in accordance with construction specifications, National Electric Safety Code, State of Alaska Permit System and Cooperative Line Extension tariff policies.
10. Insures timely completion of jobs with a maximum emphasis on safety.
11. May assist in communications with Cooperative personnel to provide pertinent job information that is not found on the staking sheets, including field review with supervisors or crew leader when requested.
12. Installs, tests, maintains, and repairs all types of meters and meter bases owned and operated by the Cooperative and completes the associated documentation of all work or results.
13. Maintain and install meter communication systems and equipment.
14. Requisitions equipment and material as needed in the installation and maintenance of the Cooperative's electrical metering.
15. Maintains an on-going field test program for accuracy of metering installations.
16. Provide technical support to Customer Service, Key Accounts, and other departments as needed in the resolution of metering related concerns and issues.

17. Utilize software associated with metering.
18. Provide cable locates.
19. Assist all crews with projects.
20. Participates with the Electric Operations Manager in planning efficient utility operation.
21. Assists the Electric Operations Manager in short-range planning and staking of small plant additions.
22. Able to work outside their regularly scheduled hours, to be available to assist after hours and on weekends for emergency and/or pre-arranged work.
23. Performs other duties as assigned by Electric Operation Manager and Telecom Operations Manager.
24. Develop and maintain a positive cooperative image.

PHYSICAL REQUIREMENTS:

1. Able to push, pull, lift and position tools, equipment and structural material weighing in excess of 100 pounds, the ability to grip and hold lines and ropes with up to 75 pounds weight on them.
2. Able to work with both arms overhead.
3. Able to work with small components.
4. Able to perform duties involving prolonged standing, sitting, crouching and/or stooping.

WORKING CONDITIONS:

Work will be performed inside environmentally controlled offices and outside in the field in potentially inclement weather. Work may include climbing poles, ladders and the use of a bucket truck. Must be able to work flexible hours including: scheduled on-call, weekends, holidays, before and after designated shift hours. Must be willing to travel within our rural service area. Modes of travel may include: small planes, ATV's, boats, helicopters, and snow machines.

Capable of working without connection to cell phone for extended periods.

MINIMUM QUALIFICATIONS:

1. Ability to use a computer, Microsoft Office Suite and, AutoCAD.
2. Must have and maintain a valid Alaska Driver's License and a satisfactory driving record.
3. Willing to obtain or be able to obtain Alaska Commercial Driver's License (CDL).
4. Ability to communicate clearly and effectively with supervisor, co-workers, contractors, and members: verbally and in writing.
5. Ability to read, maintain and create cable plant and facilities documentation, including circuit drawings, maps and cable records.

Approved by:


William Chaney, CEO/General Manager

Date:

9-5-23