

Tri-County Electric Cooperative, Inc.

POSITION DESCRIPTION

Job Title: Service Technician
Reports To: Manager of Maintenance
Department: Operations
Effective Date: November 2014
Classification: Non-Exempt

JOB SUMMARY:

Maintain electric service for members/customers by performing maintenance duties and restoring service on de-energized and energized lines at primary and secondary voltages.

EDUCATION, TRAINING AND EXPERIENCE:

Three or more years' experience in the construction and maintenance of power lines at the journeyman skill level. High school diploma or equivalent.

CERTIFICATES AND LICENSES:

Must be 21 years of age with a valid Commercial Drivers License.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Inspect and perform preventive maintenance of power lines and assist with maintenance of substations.
2. Locate and repair sources of problems from outages and service interruptions.
3. Read, connect and disconnect kilowatt hour meters.
4. Read and understand the use of portable testing equipment such as amp meters, volt meters, power factor meters and phase rotation meters.
5. Assist in training line-workers, instruction on safety and proper technique.
6. Assist with substation work.
7. Create and maintain accurate records, files and reports related to areas of responsibility.
8. Inspect and maintain assigned vehicle. Report service requirements.
9. Perform duties in accordance with all applicable policies, rules, regulations and laws pertaining to Tri-County Electric.
10. Serve members and customers by taking appropriate action on requests and questions promptly.
11. Maintain effective communications with all departments to assure coordinated efforts and understanding in carrying out objectives.
12. Work to obtain mutual agreement on problems involving coordination.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate vehicles, buckets and hydraulic tools and equipment.
2. Physical ability to climb poles, pick up and move materials, tools, equipment and perform heavy manual labor.
3. Manual dexterity to operate tools, hand lines and equipment.
4. Strong interpersonal skills that allow for establishing and maintaining effective working relationships with customers, management staff, team members and other associates.
5. Ability to communicate effectively in oral and written form.
6. Ability to work with minimum supervision.
7. Knowledge of personal computer skills that include spreadsheet and word processing, mainframe computer skills such as inquiry, data entry and printer operation skills.
8. Knowledge and ability in planning, organization and coordination of other activities.

PHYSICAL, MENTAL AND VISUAL DEMANDS:

1. Working outside the majority of time, under all weather conditions.
2. Subject to irregular hours.
3. See attached Physical, Mental and Environmental requirements.

OCCASIONAL RESPONSIBILITIES AND DUTIES:

1. Participation in technical, professional and community activities.
2. Assume other activities and responsibilities as directed.
3. Travel to various locations for work, training or planning purposes.

SUPERVISION RECEIVED AND EXERCISED:

Receives general guidance and direction from the Manager of Maintenance.

This position description is not intended to be all-inclusive; an employee will also perform other job responsibilities as assigned by the immediate supervisor or management.

Management reserves the right to change position descriptions, specifications or work schedules to accommodate individuals with disabilities or as the need arises.

This position description does not constitute a written or implied contract of employment.