

Job Description



Job Title: Distribution Line Design Technician

JOB STATUS					
Date:	1/16/2025		HR Contact:	Lauren Zarzour	
Location:	Bellville		Dept/Div.:	Engineering	
Supervisor:	Line Design/Extension Supervisor		Group:	Electrical	
Type:	Full-Time	Regular	Outside/Inside:	Outside	
Pay Type:	Hourly				
FOR HR USE ONLY	FLSA:	Non-Exempt	Grade:	5	Job Code: 120.03

JOB PURPOSE:

The Distribution Line Design Technician position is an entry level position (under direct supervision), assisting the 1st and 2nd class Distribution Line Design Technicians in the layout and design of the Cooperative's distribution facilities. The Distribution Line Design Technician has extensive contact with the membership and is required to learn all duties associated with surveying, transformer sizing, and all equipment associated with providing electrical service to the membership, and provides documentation accordingly in the form of staking sheets, easements, cost sheets and any other documentation needed to complete the job.

ESSENTIAL JOB FUNCTIONS:

- Assists the 1st and 2nd class Line Design Technicians in the layout and design of the electrical power facilities
- Clear brush as needed to survey power line route
- Contact members to verify routing, power requirements, property access
- Verify all documentation and easements are obtained
- Must become familiar with all the software programs used by the engineering department
- Must become familiar with the National Electric Safety Code, National Electrical Code, and SBEC construction specifications
- Prepare field notes including the members' requirements, measurements, site preparation, etc.
- Must become familiar with survey equipment used to layout power lines
- Prepares staking sheets notating all aspects of the job (required equipment, size of poles, ROW to be cleared, guy wires, etc.)

- Collects all information and field locations of other utilities in the work area (phone lines, pipelines, etc.) for identification on the staking sheet
- Is responsible for stocking and maintaining the engineering department

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	vehicles <ul style="list-style-type: none"> • Is responsible for completing a monthly truck inspection and report • Maintains all surveying equipment • Posts safety signs on the roadway as necessary • Follows all SBEC safety procedures and guidelines • Attends Software program training as needed • Attends other training associated with power line design • This position relies heavily on on-the-job training • Other duties and tasks may be assigned at the company's discretion. 		
Level:	Individual Contributor		
# Reports:	0	Supervision Needed:	Closely Supervised

EDUCATION:			
Degree:	Associates' Degree	Field of Study:	Science, Electrical Engineering, or Structural Engineering preferred
<ul style="list-style-type: none"> • High School Diploma with at least one year of related work experience or equivalent combination of education and experience • Must complete Line Design Certification (Phase 1,2, and 3) before being able to advance to 2nd Class Distribution Line Design Technician. 			

EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:
<ul style="list-style-type: none"> • Knowledge of RUS Specifications • Knowledge of National Electric Safety Codes • Must possess a basic knowledge of electricity sufficiently to accurately assess equipment requirements (wire size, transformer, kva, etc.) • Must be able to learn and understand Cooperative system maps and be familiar with the radio • Must become familiar with SBEC Line Extension Policy

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TECHNICAL SKILLS			
<input checked="" type="checkbox"/> Basic Computer Skills (required)	<input checked="" type="checkbox"/> Word	<input checked="" type="checkbox"/> Excel	<input checked="" type="checkbox"/> Power Point
<input checked="" type="checkbox"/> Outlook			
<input checked="" type="checkbox"/> AutoCAD (Preferred)	<input checked="" type="checkbox"/> Survey GPS	<input checked="" type="checkbox"/> Total Stations	<input checked="" type="checkbox"/> Practical Drafting Skills
<input checked="" type="checkbox"/> Knowledge of Milsoft Field Engineering			
<input checked="" type="checkbox"/> Algebra	<input checked="" type="checkbox"/> Geometry	<input checked="" type="checkbox"/> Trigonometry	
<input checked="" type="checkbox"/> Other: Magnet Software Programs			
COMPETENCIES			
Communication Skills: <input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Negotiation Skills <input checked="" type="checkbox"/>			
Thoroughness <input checked="" type="checkbox"/> Accuracy			
<input checked="" type="checkbox"/> Organizational Skills		<input checked="" type="checkbox"/> Interpersonal Skills	
<input checked="" type="checkbox"/> Confidentiality		<input checked="" type="checkbox"/> Member Focused	
<input checked="" type="checkbox"/> Analytical Ability		<input checked="" type="checkbox"/> Time Management	
<input checked="" type="checkbox"/> Setting Priorities		<input type="checkbox"/> Other: Enter Explanation	
WORKING CONDITIONS:			
Travel Requirements:	None	Driving:	Requires Texas Valid Drivers' License
<input type="checkbox"/> Hazardous Chemicals/Substances <input type="checkbox"/> Dust <input type="checkbox"/> Excessive Noise <input checked="" type="checkbox"/> Extreme Hot/Cold Temperatures <input checked="" type="checkbox"/> Poison oak, poison ivy, insect stings, snake bites <input checked="" type="checkbox"/> Rough Terrain: Brush, Gullies, Streams <input checked="" type="checkbox"/> Wet/Dry Conditions <input checked="" type="checkbox"/> Operate off road vehicles such as ATV or UTV <input checked="" type="checkbox"/> Ability to work extended hours and holidays/weekends <input checked="" type="checkbox"/> Other: Routinely Performs Extensive Driving All San Bernard Electric Cooperative employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work and promptly report actual and potential accidents and injuries.			
PHYSICAL DEMANDS			
Normal Office Environment: 50%		Field Environment: 50%	
Lifting: 25 LBS or more	Carrying: 25 LBS or more	Pushing: 25 LBS or more	Pulling: 25 LBS or more
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Crawling
<input checked="" type="checkbox"/> Reaching			
<input checked="" type="checkbox"/> Handling	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Sight <input checked="" type="checkbox"/> Depth Perception
<input checked="" type="checkbox"/> Other: Required to carry machete/other brush cutting tools, surveying equipment, stakes and hammer over long distances.			