

Maquoketa Valley Electric Cooperative Job Description

Job Title: Fiber Staking Technician
Department: Engineering
Reports To: Fiber Project Manager
FLSA Status: Non-exempt - Hourly

Prepared By: Human Resources
Prepared Date: November 2017
Approved By:
Approved Date:

SUMMARY

The Fiber Staking Tech reviews the current electric system and determines changes to be made to accommodate the fiber build. This position also assists with design process. As a representative of the Cooperative, the Fiber Staking Technician communicates with Cooperative members to coordinate the drop process.

The duties and responsibilities listed below are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities. The Fiber Staking Technician shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Complete make ready review of changes needed to the electric system to accommodate fiber build and coordinate completion of make ready items with Operations Department
- Assist with the design process by completing an initial design review for designers
- Complete pre-drop meetings with members prior to drop install
- Document drop documents and arrange for distributing to contractor for construction
- Complete applications for all permits needed for construction

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent Communication skills
- Ability to Multi-task
- Can maintain high level of confidentiality
- Must be able to organize work to meet deadlines, set priorities and complete assignments with attention to detail and a high degree of accuracy
- Must be able to work with a variety of people under differing circumstances
- Must be able to operate standard office equipment including computers, calculators, and scanners
- Must exhibit reliable and dependable attendance.

EDUCATION AND/OR EXPERIENCE

High School Diploma. Experience working in fiber network design a plus. Engineering or related 2-4 year degree a plus

REQUIRED LICENSING OR CERTIFICATIONS

Valid Driver's License is preferred, but not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, financial reports, and governmental regulations. Ability to effectively present information and respond to questions from groups of managers, co-workers and members.

MATHEMATICAL SKILLS & REASONING ABILITY

Ability to calculate figures and amounts such as discounts, interest, and percentages. Proficient in Microsoft Word, Excel, and Access.

REASONING ABILITY

Ability to apply common sense understanding, and to carry out instructions furnished in written, oral, or diagram form; Ability to define problems collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and feel; reach with hands and arms; and talk and hear. The employee occasionally is required to stand. The employee is occasionally required to walk. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is indoors in an office setting. The noise level in the work environment is usually quiet.

EXTERNAL RELATIONSHIPS

Member-Consumers: Advise and assist member-consumers in every way possible. Take advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

Contractors: Shares information for timely completion of fiber drops

General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.