

Orcas Power and Light Cooperative (OPALCO)
Staking Tech
Salary and Benefits Highlights

The Staking Tech position is a non-exempt Level III bargaining unit position and follows the provisions of the Collective Bargaining Agreement between OPALCO and Local Union No. 77 International Brotherhood of Electrical Workers (IBEW), for the period of January 1, 2019, through December 31, 2023, with some of the details described below:

1. Salary:
 - A. Salary Range: \$32.04/hour
2. Employee Benefits:
 - A. Vacation Days: 15 days per year
 - B. Holiday Days: 11 days per year
 - C. Sick Days: 12 hours accrued per calendar month
 - D. Retirement
 - E. 401k
 - F. Long term disability (LTD): Premium is paid by a 50/50 OPALCO/employee split
 - G. Short term disability (STD): Premium is paid 100% by employee
3. Medical, dental, prescription drug, and vision plans
4. Disability and life insurance options

ORCAS POWER AND LIGHT COOPERATIVE

JOB DESCRIPTION: Staking Technician

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I.B.E.W. Local 77

Department: Engineering	
Reports To: System Design Engineer	Effective Date: June 1, 2014

General Statement of Duties

A Level II/III bargaining unit position which performs engineering duties in support of new/upgrades of member services, improvements, maintenance, conversions and retirement projects; performs related work as required.

Primary Functions

The principal function of an employee in this job specification is to define the scope and make engineering assessments for new and existing members to include but not be limited to existing and future electrical load demands with all applicable codes and standards. The performance of engineering duties is associated with the collection of field data, design, preparation of sketches, cost estimates, staking sheets, project layout/location and field staking.

An employee in this job specification performs the duties of other employees in the engineering department as required or as assigned by supervisory personnel.

Level of Authority

The work is performed under the direct supervision of the System Design Engineer or his assigns, but reasonable leeway is granted for the exercise of independent judgment and initiative.

Work Environment

The principal duties of this job specification are performed in both a general office environment and an outdoor environment which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

Essential Job Functions

- ☐ Performs engineering duties to assist in resolving members' new service requests and requirements, responding in a courteous and timely manner;
- ☐ Meets with members for project analysis, define applications and loading criteria;

- ☐ Performs initial field work analysis of new service; electrical and fiber optic, including preparing cost estimates, project design, easements, permits, plans and specifications to applicable codes;
- ☐ Prepares new service "construction package" that shall include sketches, maps, legal descriptions, detailed cost estimate, easements, permits, construction specifications, staking sheets, service orders, material/pick lists. These documents will be available to or released to operations for clarification by the respective general foreman;
- ☐ Works with the System Design Engineer in the compilation of the new service "construction package" for compliance, continuity and coordination with system upgrades and sectionalizing;
- ☐ Performs design and "construction package" for OPALCO projects as requested by the supervisor. This may include, and is not limited to, line conversions, URD replacements, pole changeouts;
- ☐ Performs inspections of new service work orders upon project completion or at random. Any changes or failure to adhere to specifications and comply with appropriate codes compliance will be reported to immediate supervisor;
- ☐ Prepares project estimates for new service projects and tracking using within the NISC Work Order module, including the processing of member refunds and overages;
- ☐ Coordinates the planning, budgeting, scheduling, tracking, and financial reporting of new service projects;
- ☐ Perform update as-built staking sheets, material sheets, material inventory and usage project estimates, punch lists and supports the final close-out documentation for assigned projects;
- ☐ Performs research and of necessary easements, reviews completed documents, secures signatures and assures the recording of the document;
- ☐ Supports mapping updates for all new, upgraded and existing construction and field corrections discovered;
- ☐ Supports system protection, sectionalizing studies and construction work plans;
- ☐ Assists in the preparation of various budgeting reports for upcoming new services and "line-mile" reports;
- ☐ Attends meetings, conferences, utility meetings, workshops, training sessions as assigned and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- ☐ Conducts informational meetings with homeowners regarding project scope and design to assure continuity and coordination to meet OPALCO policies;
- ☐ As directed, trains temporary personnel or new staking technicians;
- ☐ Assists line crews as required, including field work during emergencies. Performs other services in emergency callouts within scope of abilities, such as flagging or operating the radio and telephones;
- ☐ Assists clerical personnel as necessary;
- ☐ Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- ☐ Establishes and maintains effective working relationships with other department employees, outside contractors and the public;
- ☐ Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- ☐ Performs all other duties as necessary and assigned to maintain the effective functioning of the department and the company.

Required Knowledge, Skills and Abilities

- ☐ Knowledge of standard utility engineering principles as applied to new service electrical projects. A working knowledge of the NEC, NESC, WAC Safety Rules and RUS construction standards for electrical overhead and underground construction;
- ☐ Ability to demonstrate drafting skills, cartography or related computer mapping procedures;
- ☐ Ability to perform algebraic and trigonometric computations as applied to electrical engineering practices;
- ☐ Ability to use calculator, general office equipment, engineering, drafting, measuring, survey and testing tools;
- ☐ Ability to read electrical blueprints;
- ☐ Ability to draw, design and compose maps and sketches clearly and legibly;
- ☐ Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- ☐ Ability to understand and follow oral and/or written policies, procedures and instructions;
- ☐ Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- ☐ Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Desired Distinguishing Characteristics

- ☐ Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ☐ Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- ☐ Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- ☐ Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- ☐ High school diploma or equivalent;
- ☐ Minimum of one (1) year experience with outside plant electrical or telephone utility construction or;
- ☐ Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications
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- ☐ Preferable to be actively working toward an Associate Degree in Engineering or related field;
- ☐ Possession of a driver's license issued by the State of Washington;
- ☐ Must be able to obtain a Washington State Notary/Bond within six (6) months of employment;
- ☐ Must acquire certification as a flagger;
- ☐ Must acquire and maintain a first aid/CPR card;

Essential Physical Abilities

- ☐ Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- ☐ Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to survey public works structures and review work in progress;
- ☐ Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate engineering tools and computer equipment;
- ☐ Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites within OPALCO's service territory.

Approved: Randy J. Cornelius Date: 5/30/14

Randy J. Cornelius, General Manager

Nichole Reedy Date: 6-5-14
Nichole Reedy, IBEW Local 77 Business Representative