

**POSITION TITLE: Staker I**

**REPORTS TO: Staking Supervisor**

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**1- OBJECTIVE**

To maintain favorable public relations with the consumers on SREMC's electric system by providing effective field engineering to design, construct, operate and maintain the cooperative's electric distribution system facilities for continuous and dependable service while insuring the safety of fellow employees and the general public.

**2- RESPONSIBILITIES AND DUTIES**

Below is a list of typical duties for which the Staker I will be accountable/responsible. This list is not intended to include all responsibilities of this position but an outline of tasks indicative of the overall function of this job. Responsibilities/duties for Staker I position include, but are not limited to:

- (a) Meeting with members/developers to coordinate design of new services, maintenance work orders, etc.;
- (b) Meeting with other utilities to coordinate the design of new, or upgrade of existing, pole attachments;
- (c) Develop solutions and design projects for system upgrades related to power quality or reliability issues;
- (d) Staking projects for system maintenance, outdoor lighting and retirements, including idle services;
- (e) Fill in for other Stakers' scheduled appointments when they are out of the office;
- (f) Remaining abreast of technical changes related to assigned activities (materials, equipment, RUS specifications, construction units, staking software, etc.;
- (g) Planning/preparing/coordinating daily work;
- (h) Preparing/maintaining accurate documentation of assigned projects for processing work orders;
- (i) Personal work planning and scheduling;
- (j) Controlling of costs of assignments;
- (k) Troubleshooting assigned problems;

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Engineering & Operations

- (l) Quality and neatness of work performed;
- (m) Inputting staking information electronically;
- (n) Obtaining Right-of-Way easements for assigned projects as needed;
- (o) Informing warehouse personnel of non-stock materials necessary to accomplish assigned responsibilities;
- (p) Reporting to supervisor regarding progress and problems of assignments and projects;
- (q) Providing input for development of annual budgets for the department;
- (r) Maintenance of assigned vehicle, equipment and facilities;
- (s) Appearance of assigned vehicle and work equipment;
- (t) Operating a two-way radio by regulations, rules and laws;
- (u) Response time to assigned locations;
- (v) Safety of fellow employees affected by assignments;
- (w) Providing assistance to other service personnel and helping maintain good departmental morale;
- (x) Supporting departmental operations/goals and contributing to improved cost, quality, productivity and/or a competitive position for the cooperative;
- (y) Participating and assisting with the Cooperative's Annual Meeting as needed;
- (z) Being knowledgeable concerning South River Electric Membership Corporation's Rate Schedule, By-laws, Service Rules and Regulations and the Line Extension Policy;
- (aa) Reporting problems and conditions promptly which warrant immediate resolution;
- (bb) Attending scheduled meetings, including weekly safety meetings;
- (cc) Personal productivity and adherence to schedules and deadlines for assigned work;
- (dd) Keeping assigned equipment and work area clean, neat and organized at all times;
- (ee) Acquiring and maintaining first aid/CPR certification;
- (ff) Understanding and personally performing all duties in accordance with applicable safety and Cooperative policy manuals, as well as reporting to Supervisor hazardous conditions for the safety of the employees, consumers and general public;
- (gg) Performance of related duties as assigned or necessary.

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Engineering & Operations

### **3- RELATIONSHIPS and CONTACTS**

Provides and acquires information and assistance necessary to assure the achievement of goals by the department and the cooperative. Establishes and maintains including, but not limited to the following contacts and relationships for the purpose of coordination and communication.

(a) Internal

- Staking Supervisor
- VP of Engineering & Operations
- Make contacts to satisfactorily carry out the responsibilities of this position.

(b) External

- Make contacts with various state/county/city personnel to obtain needed GIS data.
- Work closely with vendors for any needed software support/updates.

### **4- EDUCATION**

High School Diploma or equivalent is required.

Associate Degree in related field (i.e. Staking/surveying) is preferred. Will consider related work experience in lieu of educational requirements if there is demonstrated ability to carry out the position responsibilities.

### **5- EXPERIENCE**

Two (2) years of experience in staking or related field preferred.

### **6- JOB KNOWLEDGE**

The extent to which an employee possesses the practical/technical knowledge required to successfully carry out the responsibilities of this position, GPS experience a plus. Knowledge of service area is desirable. Computer proficiency required. Must have full knowledge of the Cooperative's programs, processes, rules and regulations needed to effectively perform this job. Also, helpful to have progressive experience with a utility and a thorough understanding of a utility, specifically a cooperative.

South River Electric Membership Corporation-Job Descriptions  
Engineering & Operations

## **7- ABILITIES AND SKILLS**

Must be able to maintain complete confidentiality in the performance of duties and responsibilities of the job. Must have good written and oral communication skills and good decision making skills. Must have the ability to perform complex mathematical computations necessary to master basic electrical theory, applicable codes and construction specifications and standards. Requires the ability to measure and analyze data and reports, conduct research and implement recommendations. Must have the skills to carry out plan procedures and goals required. Must have considerable skill in effectively dealing with a variety of people under different and sometimes difficult circumstances. Must have excellent computer skills. Must be able to carry out delegated work and hand writing must be near and legible. Must be able to present information to others and work under stress. Must be able to operate a motorized vehicle without the assistance of another employee. Must be able to carry out assigned work in a timely manner with minimal supervision.

## **8- QUALITIES AND ATTRIBUTES**

Must be professional, dependable, punctual, courteous, have a positive attitude and be flexible. Must have personal integrity and be a team player.

## **9- PHYSICAL REQUIREMENTS**

Required to pass a physical examination and drug test when employed.

Must have the physical ability to perform the essential functions, duties and responsibilities of the job, which include, but are not limited to:

- (a) Seeing, hearing, walking, sitting, bending, lifting and/or carrying loads averaging 20 pounds;
- (b) Must have the ability to perform the outside duties of this position during extreme adverse weather conditions.

## **10- SPECIAL REQUIREMENTS**

- (a) Must possess a valid NC Driver's License.
- (b) Must be willing to accept on-call & call-out assignments as necessary.

## **11- Work Conditions**

Work conditions for the Staker I job position include, but are not limited to:

South River Electric Membership Corporation-Job Descriptions  
Engineering & Operations

- (a) Work is typically performed outdoors meeting with members, designing and staking projects with indoor work only occasionally being required.
- (b) Must be available for callouts during emergency situations, day or night that may require extended work hours.

**REMARKS**

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. In order to ensure maximum flexibility and efficiency and encourage cross training additional functions and requirements may be assigned by a supervisor/manager as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date: January 11, 2019

Reviewed: February 2, 2021(PFA)