



POSITION DESCRIPTION

Job Title: Staking Technician
NRECA Job Code: 54-4341
Reports To: Engineering Manager
Classification: Non-exempt, union, hourly, overtime eligible
Updated: 2025

OBJECTIVE

- Responsible for staking the construction, relocation, retirement and maintenance of work plan projects, road jobs (state, county, township and private), new services, service improvements, meter moves, AMI communication devices, sectionalizing device and regulator installations, single and three-phase distribution lines and facilities.
- All construction to be completed within guidelines and policies of Beltrami Electric Cooperative, Inc., National Electrical Safety Code and National Rural Utility Services.

RESPONSIBILITIES AND AUTHORITIES

- Participate in the formulation of service standards for the cooperative and determination of long and short range plans.
- Keeps up to date with respect to trends and developments in estimates of new member extensions and additions and conversions of existing distribution lines, interprets them in terms of desirable developments and initiates or makes necessary recommendations.
- Assists in obtaining all necessary easements and permits from federal, state, county and township governments and railroads for utility crossings.
- Obtain adequate rights of way for distribution lines.
- Staking of line extensions, rebuilds, line moves, and preparation of associated staking sheets.
- Develop detailed maps, which reflect construction, retirement, and member's infrastructure/facilities on-site.
- Verifies membership applications, determines classification for rate purposes, prepare line design and staking sheets.
- Investigates complaints involving rights of way and line location.
- Assist with the plans and specifications not covered by engineering contracts for distribution lines and facilities.
- Inspects construction and maintenance projects for conformity to design and recommends corrective action where necessary.
- Coordinates work plan and road job construction projects with contractors and developers.
- Reviews and makes recommendations on the use of materials, equipment and installation methods.

- Assists in preparing estimates for line moves for road construction, house moves and other line relocation work.
- Studies and determines service and transformer adequacy in cooperation with other departments.
- Reviews and recommends plans and specifications for contractor construction of distribution lines covered in construction contracts.
- Investigates idle services and determines action to be taken.
- Review, analyze and recommend needed system improvements and construction requirements for the construction work plan and long-range system plans of the cooperative.
- Designs distribution lines and facilities as directed in accordance with established and approved standards and engineering specifications.
- Operates transportation and work equipment in accordance with operating procedures.
- Attends and participates in safety meetings, educational and training opportunities.
- Promotes good member relations with the cooperative through positive communication skills.
- Promotes the efficient use and marketing of electricity to support the cooperative's Strategic Plan.
- Answers member questions regarding their electrical load and determines appropriate equipment and wire size to serve such load up to the service point (meter).
- Organizational skills and punctuality are essential in this position.
- Perform any other duties as assigned.

RELATIONSHIPS

Engineering Manager

- To confer and collaborate with on matters concerning BEC infrastructure
- Keeps informed of progress made in maintenance and construction of electric lines
- Obtain necessary approvals, information and guidance
- Reports all accidents

Line and Office Personnel

- Work with them to achieve a high degree of efficiency and productivity on the job.

Members

- Maintain courteous relationships and help solve problems or complaints.

QUALIFICATION REQUIREMENTS

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.

EDUCATION AND/OR EXPERIENCE

- Certificate from college or technical school desired; or
- Two or more years related experience and/or training; or
- Equivalent combination of education and experience required

LANGUAGE SKILLS

- Ability to read and interpret documents such as system mapping and staking sheets, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively communicate.
- Ability to effectively present information and respond to questions and complaints from members, employees, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio to determine electrical equations.

REASONING ABILITY

- Ability to manage changing priorities and tolerate ambiguity.
- Ability to manage multiple on-going activities and work independently.
- Ability to identify problems and implement effective solutions.
- Ability to handle confidential matters with utmost sensitivity.
- Ability to interpret and apply commonsense understanding

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid MN Minnesota driver's license is required.
- A valid Lineworker Certificate is desired but not required.
- A valid Class A Electrician license is desired but not required.

OTHER SKILLS AND ABILITIES

- Ability to work with specific computer software and familiarity with industry-specific terminology.

FUNCTIONAL JOB DESCRIPTION

EQUIPMENT/CLOTHING USED TO PERFORM JOB:

1. Hard hat
2. Rubber gloves
3. Fire retardant shirt
4. Reflective vests
5. Safety glasses
6. Ear protection
7. Pick-up
8. Cutters
9. Various hand tools and other line tools
10. Laptop Computer
11. GPS and Laser range finder
12. iPad

SIGNIFICANT WORKSITE MEASUREMENTS:

- Hours Worked: This is variable depending on the season and jobs. May have to work between 8 and 12 hours per day. This increases with seasonal and storm work.

- Breaks: Every 4 hours
 - Work Environment: Variable, typically working both outdoors and indoors at desk space throughout the workday.
 - Body Mechanics or Position for Work: Working in awkward positions at times to complete job duties.
 - Task Rotation: This depends on the job tasks.
1. Ground rod pounder: 20 pounds.
 2. Flag stand: 18 pounds
 3. Anode: 40 pounds.
 4. Box of flags: 38 pounds
 5. Bundle of lathe: 28 pounds
 6. Transformer pad: 35 pounds
 7. Three-phase pedestal: 160 pounds
 8. One-phase pedestal: 80 pounds
 9. Underground transformer: 525 pounds, force to lift lid is 42 pounds.
 10. Parts containers: Average weight is 50 pounds or less.

CRITICAL DEMANDS OF JOB:

The following information describes the physical activities that are performed during a normal workday by the associates performing the job classification. The percentages of the normal workday that the physical activity is conducted will be identified as follows:

- Rarely 1-5% of the time in an 8-12-hour day
 - Occasionally 6-33% of the time in an 8-12-hour day
 - Frequently 34-66% of the time in an 8-12-hour day
 - Continuously 67-100% of the time in an 8-12-hour day
1. Floor to waist lift: Frequently up to 38 pounds moving lathe and flags.
 2. Horizontal lift: Frequently lifting 28-38 pounds to move flags or lathe.
 3. Carry: Frequently carrying between 38 pounds for carrying flags and lathe.
 4. Hand grip: Needed to operative locating equipment.
 5. Rotation in sitting: Occasionally when operating equipment.
 6. Rotation in standing: Frequently when completing staking.
 7. Repetitive squatting: Frequently to retrieve items from the ground.
 8. Sitting tolerance: Occasionally when riding in a vehicle or at desk.
 9. Standing tolerance: Constantly when working on the job site.
 10. Walking: Constantly when working on the job site.
 11. Balance: Needed continuously for safety when working on uneven ground.
 12. Upper extremity coordination: Frequently when staking.
 13. Vision: Constantly for identifying wires and for safety.
 14. Hearing: Constantly needed for safety.
 15. Shoveling is completed frequently depending on jobs and conditions.

All people offered employment for the Staking Technician position will go through a Pre-work Screen Test. Each person must successfully pass the screen to be hired. Persons hired for the job are expected to potentially do all tasks described in the job description.

The duties identified above cover the major responsibilities of this position. These are not intended to cover each and every aspect of the position. At times, the scope and responsibilities of any given position may change or be temporarily altered and the employee may be required to perform additional or different tasks. The basic requirement of every position with Beltrami Electric Cooperative is to perform all tasks as assigned by the Supervisor.

NOTE: All job specifications and applicant qualifications will be reviewed to assure compliance with the Americans with Disabilities Act.

Employee

Date: _____

Supervisor

Date: _____