



Equipment Technician

POSITION DESCRIPTION

Department:	Operations – Metering Dept	FLSA Status:	Exempt
Reports To:	Director, Operations & Engineering	Union Status:	Union
Supervises:	No	Employment Status:	Full Time
Job Code / EEOC Cat:	Click to enter text.	Date Revised:	4/4/2024

Purpose of Position

The Equipment Technician provides assistance to the Metering Department, responding to members’ service needs with the goal of maintaining safe, reliable, and uninterrupted electric service; working additional hours as needed, outside of normal business hours and serving on-call as required to maintain continuity of service to member-consumers. This position works collaboratively with others, within the Cooperative and outside of, to improve Cooperative productivity and job safety through training, instruction, and assistance to other employees to develop an efficient, safe and productive workforce.

Position Responsibilities The scope and duties of this position may change or be temporarily altered based on the evolving business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by your supervisor.

Key Responsibilities

Essential Responsibilities:

- A. Responsible for the assembling, calibration, inspection, repair and maintenance of specialized equipment and electrical apparatuses used in the Cooperative’s system or located on the members’ premises.
- B. Responsible for documenting and reporting problems, deficiencies, conditions, etc., to the Lead Equipment Technician or Line Superintendent.
- C. Responsible for repairing and reporting all hazardous and unsafe conditions to the Lead Equipment Technician or Line Superintendent.
- D. Responsible for assisting with department operations, completing and retaining the proper forms for assembling, calibration, inspection and maintenance, and completing all other documentation as required or assigned.
- E. Assurance that all work performed is following the Cooperative’s approved practices, safety standards, and operating procedures.
- F. Responsible for assisting with the upkeep of vehicles, tools, and equipment assigned, as well as the accurate inventory and budgeting of.
- G. Responsible for assisting with maintaining vehicle radios and Automatic Vehicle Locators.
- H. Assisting with maintaining all software for relays and metering.
- I. Assisting with supplies inventory and assignment of all materials and supplies assigned to others.
- J. Remain diligent and knowledgeable of stray voltage.
- K. Responsible for maintaining effective relations with various individuals. These include, but are not limited to utility representatives, employees, members, property owners, law enforcement personnel, emergency crews, and members of the general public.

- L. Responsible for knowing and following the Cooperative's safety rules, policies, and procedures and assists with the training of Cooperative policies, safety rules, and all work-related procedures as called upon.
- M. Other duties performed by this classification or as assigned.

Position Requirements	All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
Key Requirements	Brief Description of Requirements
Education, Licenses, Certificates, and Training Requirements:	<p>Associate's degree or diploma from an accredited program required.</p> <p>Journeyman Electrician preferred.</p> <p>Must possess a valid Class C motor vehicle license.</p>
Experience:	<p>Must possess the required knowledge, initiative and skills that will enable the equipment technician, in the judgment of the Cooperative, to satisfactorily fulfill the duties and responsibilities of this position.</p>
Knowledge, Skills and Abilities:	<p>Must be able to effectively use a wide variety of electronic testing, drive light trucks or cars, and document and record information as required.</p> <p>Ability to effectively operate various tools and equipment used in installation, operating, maintaining, and testing meters, load management receivers, locating equipment, OCRs, voltage regulators, and other specialized equipment.</p> <p>Must have the ability to identify outage-causing problems and assist in safely restoring service.</p> <p>Computer skills required.</p>
Work Environment:	<p>While not inclusive of the following, employee must be able to work in a variety of working conditions:</p> <ul style="list-style-type: none"> • Primarily outdoor environments • Extreme weather conditions • Excessive dampness or chilling • Varying noise levels • Live electrical equipment • Levels of height and multi-level structures • Slippery or uneven walking surfaces • Working in close proximity to others • Exposure to offensive odors • Close proximity to pets and various animals
Physical Demands:	<p>This position presents the following work conditions:</p> <ul style="list-style-type: none"> • Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling. • Strength and dexterity to work in a typical field setting, including the operation of power or hand tools. • Must have near and far vision, hearing and coordination necessary to safely operated a motor vehicle and effectively communicate with others. • Hearing and speech to communicate in person, via radio or telephone • Walking uneven terrain to locations of traversable roadways, occasionally of

- distance more than a mile.
- Must be able to lift up to 50 pounds.

This position shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Cooperative.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

ACEC reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and approved:

_____	_____
Direct supervisor	Date
_____	_____
Department Head	Date
_____	_____
Human Resources	Date
_____	_____
CEO/General Manager	Date