

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** Distribution Designer  
**DEPARTMENT:** Engineering  
**REPORTS TO:** Distribution Design Supervisor  
**CLASSIFICATION:** Full-time (Hourly, Non-exempt)

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**POSITION SUMMARY**

To render timely efficient service to members; to apply Association rules, regulations and Extension Policy in a fair and uniform manner; to route, survey and stake distribution and transmission facilities of the Association consistent with all applicable codes and specifications; to inspect construction units of independent contractors and Association crews; to keep accurate records of costs, materials, construction units and locations, with or without reasonable accommodation.

**ESSENTIAL JOB FUNCTIONS**

1. Design and stake line extensions to new or existing member and developer services.
2. Respond to member inquiries regarding services, rates and extension policy.
3. Prepare contracts and Facilities Agreements for services and line extensions.
4. Prepare permits and easements for services and line extensions.
5. Prepare staking sheets, material charge sheets, etc. of line facilities in accordance with all applicable codes and Association specifications. Check completed work orders for accuracy, completeness and material balance.
6. Determine proper metering requirements for services.
7. Determine load requirements and advise members about load management and energy utilization.
8. Assist in the preparation of special reports, technical studies and proof testing.
9. Read plans, plats and specifications and can visualize how Association's facilities will work within the same.
10. Work with local, city, county, state and federal agencies that interact with the Association.
11. Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
12. All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.



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13. Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
14. Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
15. Assist in the emergency restoration of facilities during storm or general outages.
16. Regular and predictable attendance are essential functions of the position.
17. Perform other duties within his or her capabilities as directed by his or her supervisors.

**JOB QUALIFICATIONS**

**Education and/or formal training needed:** High school diploma or GED is required.; completion of a certified staking training program is required within two years of hire, if not complete at the time of hire; AutoCAD experience is preferred.

**Experience needed:** Surveying, drafting, inspection of power lines or equivalent for a minimum of one year is required.

**Knowledge, skill and abilities needed:** Must have knowledge of power line construction and design; must have sufficient mathematic, algebra and trigonometry training to calculate physical loading on line materials; must be able to acquire knowledge of the Association's system and territory.

**Drug/Alcohol:** A drug/alcohol test is administered to all job offer recipients, as well as a background check.

**Physical:** Upon receipt of a job offer, candidate must pass a physical examination, including a WorkSTEPS physical that verifies that he or she can perform the essential functions of the position.

**Driving:** Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

**Mental Demands:** This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

**Physical Demands:** He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation:



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- This position spends approximately 50% of the day sitting at a desk or in a vehicle and the remainder walking and climbing (percentages will vary depending on the work to be accomplished).
- He/she will be required to drive a vehicle, both two and four wheel drive, which requires awareness, spatial relationships, alertness and physical dexterity.
- He/she will be measuring distances and heights, driving wooden stakes, climbing hills and traversing all manner of terrain; obstacles such as fences and streams require frequent climbing, balancing, stooping, kneeling, crouching, crawling and reaching.
- He/she may be required to read equipment and carry surveying equipment and materials that can weigh as much as 75 pounds.

**MATERIALS AND EQUIPMENT USED**

General office equipment, drafting, surveying, GPS, and engineering equipment, computers, test equipment, automobiles and pickup trucks.

**WORKING CONDITIONS**

The Distribution Designer spends about 50% of his/her time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. He/she must be able to tolerate direct sun, cold, wind and other types of inclement weather. The estimated noise level is 50-90 decibels.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.