

Poudre Valley Rural Electric Association, Inc.
Job Description

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

POSITION SUMMARY

Work under the guidance and direction of the Distribution Designer Supervisor and Distribution Designers to render timely, efficient service to the member; and to design, stake and provide work orders that comply with all applicable codes and maintains accurate records thereof, with or without reasonable accommodation.

ESSENTIAL JOB FUNCTIONS

1. Assist in the design and staking of line extensions to new or existing member and developer services.
2. Assist in the uniform application of the Association's Rules and Regulations and Extension Policy.
3. Prepare permits and easements for services and line extensions.
4. Prepare staking sheets, material charge sheets, etc. of line facilities in accordance with all applicable codes and Association specifications.
5. Assist in maintaining accurate records and maps.
6. Determine proper metering requirements for services.
7. Answer telephone inquiries and written correspondence regarding service extensions.
8. Determine proper rate classifications, tax codes, etc.
9. Assist with geospatially identifying existing and new facilities within the GPS system.
10. Maintain proper work area and environment.
11. Assist in making corrections to the Association's maps.
12. Assist in the preparation of special reports, technical studies and proof testing.
13. 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.
14. All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.



Your Touchstone Energy® Partner

We are an Equal Opportunity Employer

Poudre Valley Rural Electric Association, Inc.
Job Description

15. 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.
16. Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
17. Assist in the emergency restoration of facilities during storm or general outages.
18. Regular and predictable attendance are essential functions of the position.
19. 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; line construction or staking trade school is preferred.

Experience needed: Two years' work experience required; drafting or field surveying and power line construction or equivalent is preferred.

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

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:

- 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).



Your Touchstone Energy® Partner

We are an Equal Opportunity Employer

Poudre Valley Rural Electric Association, Inc.
Job Description

- 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 Engineering Aide 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.



Your Touchstone Energy® Partner

We are an Equal Opportunity Employer