

**CARTERET-CRAVEN ELECTRIC COOPERATIVE  
POSITION DESCRIPTION**

**POSITION:**  
Operations Technician

**REPORTS TO:**  
Line Superintendent

**DEPARTMENT:**  
Operations

**DIRECTS:**  
None

**EFFECTIVE:** 04/2018

**GRADE:**

**POSITION OBJECTIVE:**

To provide efficient, courteous, and reliable service when performing underground locates; to provide accurate assistance in locating underground cable faults.

**MINIMUM JOB SPECIFICATIONS:**

The following 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.

**Education:** Require High School Graduate/Equivalent.

**Experience:** Prefer one to three years' experience in electric utility work. Require knowledge of basic electricity principles. Require ability to learn the Cooperative's service territory, operate underground locating and fault-finding equipment. Require ability to learn Carteret-Craven EMC's safety rules and safety regulations. Require the ability to maintain current American Red Cross Standard First Aid and Adult CPR certification administered by the Cooperative. Require excellent interpersonal skills for interacting with the public. Require good verbal and written communication skills. Require the ability to operate and maintain a PC.

**Driver's License and Employment:** Require the ability to have and maintain a valid North Carolina driver's license and successfully pass the Cooperative's employment entrance examination and drug screen.

**WORKING CONDITIONS:**

Primarily field work with exposure to electric shock, electric and magnetic fields; outside work in various weather conditions; require the flexibility to be available for overtime and to work during emergency situations, as necessary.

Require the physical ability in stooping, kneeling, crouching, reaching, standing, walking, lifting, climbing, fingering, grasping, talking, hearing, defined medium work.

Require visual acuity in machine operation (a) and (c). Adverse weather conditions include defined (c), (d), (e), and (h)

**WORKING RELATIONSHIPS:**

Internal: Two-way communication with immediate supervisor for mandatory approvals, training and direction; with other personnel to obtain necessary service information. External:

Demonstrates an awareness that the job exists to provide quality customer service, and at every opportunity to achieve customer and public understanding for support of the Cooperative.

External: Two-way communication with homeowners and contractors to provide education on locates and underground facilities. Demonstrates an awareness that the job exists to provide

quality customer service, and at every opportunity to achieve customer and public understanding and support for the Cooperative.

**ESSENTIAL DUTIES:**

**Note:** The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Carteret-Craven Electric Cooperative.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

1. Safely and effectively uses appropriate equipment to perform locating and repair duties.
  - a. Works independently to retrieve and schedule locate requests to ensure completion within the required timeframe.
  - b. Accurately locates cable for customers and other utilities.
  - c. Accurately locates faults on primary and secondary conductors.
  - d. Assists underground crew and line service technicians in making repairs to underground cable.
  
2. Properly cares for and maintains vehicle, tools, and equipment.
  - a. Maintains use of all vehicles, tools and equipment in accordance with instructions and designated purpose.
  - b. Returns all tools and equipment to their proper place when not in use.
  - c. Ensures vehicle is maintained, as required.
  
3. Maintains safety standards and awareness.
  - a. Uses proper safety equipment when exposed to primary and secondary wiring.
  - b. Establishes and maintains acceptable safety standards.
  - c. Maintains current knowledge of Carteret-Craven EMC's safety regulations and evaluation of personal compliance.
  - d. Performs in accordance with established safe environment.
  
4. Performs as backup for AMI Field Service Representative and other backup duties as required.