

Great Lakes Energy - Job Description
Field Design Technician

Department: Engineering
Reports To: Supervisor, Distribution Design Standards

Last Updated: 11/22/2019

Classifications:

<input checked="" type="checkbox"/> Non-Bargaining Unit	<input type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input checked="" type="checkbox"/> Bargaining Unit	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

Supervises: n/a

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.

GLE staff members are required to work in a safe manner in accordance with regulatory standards and requirements and with the procedures listed in the Cooperative's Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when prohibited by law, and timely and accurate performance of duties.

Position Summary:

Design electric distribution lines and determine required material and equipment to ensure work orders are in accordance with Rural Utilities Service (RUS), federal and state specifications and to member satisfaction.

Experience/Education:

- High school diploma or equivalence certificate in addition to competency in electric distribution line design and construction practices, typically attained through an associate's degree in civil engineering technology and one or more year of experience, or equivalent experience/education.
- Valid Michigan driver's license with satisfactory driving record within Company standards.
- Competent knowledge of land surveying techniques.
- Competent knowledge of position specific software.
- Competent reading and interpretation of property descriptions.
- Competent with position specific equipment.
- Competent with Microsoft Office: Excel, Word, Outlook.
- Competent with general office equipment.

Essential Duties/Responsibilities:

- Meet with members for new, upgrade and relocation of electric distribution lines.
- Perform construction design including preparation of staking sheets, to assure compliance with federal, state, RUS specifications, codes and in accordance with member needs and expectations.
- Administer construction and extension policy rules and regulations to assure compliance with Michigan Public Service Commission (MPSC) rules and regulations.
- Create construction cost estimates to allocate and assess charges.
- Work on Operations and Maintenance (O&M) projects and system work plan improvement projects as directed.

- Design electric distribution layout of subdivisions and other types of developments to assure compliance with federal, state and utility practices.
- Conduct routine engineering for proper capacity of lines, transformers, services, etc.
- Apply for permits to assure the legality of construction.
- Backup Area Supervisors as requested to cover circuit design responsibilities during peak construction periods.
- Prepare MISS DIG descriptions for construction jobs.

Significant Duties/Responsibilities:

- Assist with easement acquisition as directed by Right of Way Technician.

Required Skills:

- Ability to effectively read, write and speak the English language to communicate in a clear, straight-forward, and professional manner.
- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving: identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: adjusting actions in relation to others' actions.
- Service Orientation: actively looking for ways to help people.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management: managing one's own time.
- Social Perceptiveness: being aware of others' reactions and understanding why they react as they do.
- Persuasion: persuading others to change their minds or behavior.
- Negotiation: bringing others together and trying to reconcile differences.
- Project Management: organizing and directing production of a limited scope or undertaking.
- Mathematics: using mathematics to solve problems.
- Management of Material Resources: obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Operations Analysis: analyzing needs and product requirements to create a design.

Attributes:

- Integrity: Exhibits a high degree of integrity and honesty.
- Diplomacy: able to use appropriate diplomacy and tact with members, customers and other contacts.
- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Recognition: able to identify and understand the speech of another person.
- Spatial Orientation: able to know one's location in relation to the environment or to know where other objects are in relation to oneself.
- Near Vision: able to see details at close range (within a few feet of the observer).

- Far Vision: able to see details at a distance.
- Depth Perception: able to judge which of several objects is closer or farther away from oneself, or to judge the distance between oneself and an object.
- Time Sharing: able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Memorization: able to remember information such as words, numbers, pictures, and procedures.
- Selective Attention: able to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity: able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning: able to apply general rules to specific problems to produce answers that make sense.
- Finger Dexterity: able to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Multi-Limb Coordination: able to coordinate two or more limbs (i.e. arms, legs, one of each) while sitting, standing or lying down. Does not involve performing the activities while whole body is in motion.
- Extent Flexibility: able to bend, stretch, twist, or reach with one's body, arms, and/or legs.
- Gross Body Coordination: able to coordinate the movement of one's arms, legs, and torso together when the whole body is in motion.
- Gross Body Equilibrium: able to keep or regain one's body balance or stay upright when in an unstable position.
- Mathematical Reasoning: able to choose the right mathematical methods or formulas to solve a problem.
- Number Facility: able to add, subtract, multiply, or divide quickly and correctly.
- Information Ordering: able to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Visualization: able to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Additional Preferences:

- Instructing: teaching others how to do something.

Problem Solving and Freedom to Act

Problems are difficult. Methods and procedures are defined. Judgment is required to apply them to the work. Work may be varied but tasks are directly related.

Working Relationships/Contacts:

Requires contacts for the purpose of developing or communicating plans, coordinating activities or advising others. Gaining acceptance and influencing others may be necessary.

Internal: Peers, management

External: Members, commercial & industrial (C&I) members, contractors, local government agencies, state government agencies, federal governmental agencies, general public