

**SAN PATRICIO ELECTRIC COOPERATIVE, INC.
SINTON, TEXAS**

POSITION DESCRIPTION

Revised 9/23/2019

JOB TITLE: Electrician	POSITION CODE: 15NO SALARY GRADE: NE-09
DEPARTMENT: Operations Department	FLSA STATUS: Non-exempt
APPROVED BY: _____ General Manager Date	

Human Resources Official Date	

I. POSITION FUNCTION SUMMARY:

The mission of San Patricio Electric Cooperative (SPEC) governs the work of all SPEC employees, and as stated is:

***“Our mission is to provide safe and reliable electric service for our Member/Owners.”
To provide electric service to enhance the quality of life for our members. To provide electric service at reasonable and sustainable rates. To provide excellent customer service with well trained, helpful and courteous employees. To provide support to our local communities. To operate San Patricio Electric Cooperative as a member owned, not for profit, electric cooperative guided by the seven cooperative principles.***

Under the direction of the Operations Manager, the Electrician is responsible for building meter loops, up grading, replacing, or repairing consumer electrical equipment. The Electrician will also be responsible for upgrades, repairs, and installation of SPEC electrical equipment.

II. PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

1. Maintains current knowledge of SPEC distribution system and equipment, RUS specifications, OSHA regulations, mapping systems and other operational and regulatory systems related to the responsibilities of this position.
2. Have a thorough knowledge of the electrical codes and all applicable laws for installing, maintaining, and repairing electrical devices.
3. Have a thorough knowledge of electrical devices such as controls, switches, starters, transformers, motors, and panel boards.
4. Have a thorough knowledge of the material, tools, and equipment of the electrical trade.
5. Responsible for building meter loops, replacing breakers and breaker boxes in a timely manner.
6. Responsible for evaluating customers' electrical needs.
7. Inspects contractor jobs after completion.

8. Must have the ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
9. Responsible for preparing bids and quotes for customer secondary electrical needs.
10. Must have the ability to work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.
11. Must have the ability to plan the project so that material orders can be placed and the work layout determined.
12. Must have the ability to make mathematical computations.
13. May be required to work with line crews or service crews to aid in the construction or maintenance of the Cooperative's electrical system.
14. May be required to work on, or assist in, the installation and maintenance of Cooperative's electric or communication system.
15. May be required to work substantial amounts of overtime during outage situations, and may be required to fill in as a relief dispatcher.
16. Provides customer service as needed and appropriate, manages assigned key customer accounts through regular direct contact to ensure customer satisfaction and on-going communication.
17. Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general
18. Conduct activities in such a manner as to promote a safe working environment, efficient operation of the Cooperative, productive employees, and satisfied customers.
19. Any other duties as requested.
20. Other duties may be assigned in the Emergency Restoration Plan.

OTHER INFORMATION: The Electrician will help service and construction crews to ensure the continuous performance and reliability of the cooperative's 4,000 miles. of distribution lines, composing of 10,000 sq. mi. of service area and including members and other electrical devices within the parameters dictated by managers, maintenance supervisor, or construction supervisor, cooperative policy and applicable RUS, OSHA, DOT, and other regulatory requirements. This position has moderate autonomy and latitude to identify and solve problems and make decisions necessary to manage the operations of the electrical distribution system dependent on training, experience, and certification.

III. WORKING RELATIONSHIPS:

DEPARTMENT: Operations. This department is responsible for the physical equipment and plant involved in safely and efficiently distributing electricity to each member consumer. This includes construction and maintenance of electric distribution equipment & facilities. Resolving emergency/hazardous conditions, resolving consumer trouble calls, and developing system upgrades for system.

There are also contacts with the power supplier, consulting engineers and other people involved in the utility business.

REPORTING RELATIONSHIPS: The Electrician has no supervisory authority over the SPEC Operations Department staff, but may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the SPEC Operations Manager.

<p><i>Supervisor's Supervisor:</i> General Manager</p> <p><i>Immediate Supervisor:</i> Operations Manager</p> <p><i>This Position:</i> Electrician</p> <p><i>Immediate Subordinate Positions:</i></p> <ul style="list-style-type: none"> • None 	<p><i>Other Positions Reporting to the Immediate Supervisor:</i></p> <ul style="list-style-type: none"> • Construction Supervisor
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COORDINATES OR COOPERATES WITH:

A) INTERNAL

- Operations Manager – Requests advice and assistance and confers on operational and personnel problems; provides advice, assistance and information on employee development, work planning, policy planning, and other areas as assigned.
- Managers & Supervisors – Works with all department managers and supervisors to coordinate SPEC'S electrical requirements. Exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.
- Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Provides coaching and counseling as appropriate on personnel matters.

B) EXTERNAL

- Members – Establishes the recognition and acceptance of ownership benefits and responsibility to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service.
- General Public - Presents a friendly, courteous image for the Cooperative.
- Power Companies and Other Cooperatives – Exchanges information that would be mutually beneficial and to maintain good working relationships, particularly with power supplier's dispatch and control center.

- Legal and Regulatory Agencies - Maintains professional relationship with agencies and organizations involved in safety and other applicable regulations.

IV. AUTHORITIES AND ACCOUNTABILITIES:

General Authority: The Electrician has responsibility for the proper installation, repair, and replacement of electrical equipment throughout the SPEC distribution system. This position has responsibility that is routine involving the same or similar activities. Work may be varied; problems are difficult and methods and procedures are defined and judgment is required to apply them to work. This position has limited authority through the Operations Manager to make decisions that may have a moderate impact on Cooperative operations. Uses initiative and judgment in making routine decisions on operations. Recognizes the need to understand that the Cooperative's best interests can be directly affected by his/her actions. The Electrician shall secure approval of the Operations Manager in making decisions when policies are not clear or adequate or require interpretation.

Budget and Asset Accountability:

- Responsible for a significant level of impact on the cooperative's operating budget, and the department's operating budget, which approximates \$150,000.
- Responsible for assigned assets, furniture, equipment, and supplies valued at approximately \$150,000.

V. POSITION SPECIFICATIONS:

A) Fair Labor Standards Act Provisions

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B) Personal Requirements of Position

EDUCATION AND EXPERIENCE

High school diploma or equivalent required and computer skills as needed to perform this job position. Must have administrative, office, and good communication skills. Must be a licensed Electrician and three to five years on the job experience. The incumbent must possess sufficient prior work experience in progressively more responsible positions during which the skills and abilities to perform all of the position's essential functions and duties have been amply demonstrated at a consistently competent level.

KNOWLEDGE AND SKILLS

This position requires knowledge of the National Electric Codes, National Electric Safety Codes, OSHA Rules and Regulations and cooperative policies and procedures. This position also requires basic technical utility knowledge, skills, and the ability to effectively read and follow operations and safety manuals. Must have the ability to give directions and work with other employees as assigned. Must have the ability to communicate with employees and the public and work with people to solve problems is required. Should be skilled in areas of planning, controlling, and scheduling projects, and in determining staffing, material, and equipment needs. Ability to project a favorable image for the Cooperative.

PERSONAL CHARACTERISTICS

Performs the essential functions and elements of this position competently, following an initial orientation period. Work requires independent and original thinking; problems are highly complex and unstructured, and methods are loosely defined. Personal characteristics to include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

VI. PHYSICAL CHARACTERISTICS/WORKING CONDITIONS

Work is varied and a person in this position has sufficient time to complete most tasks without a feeling of pressure. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Physical Effort and Dexterity: Frequent physical activity, to include walking, stooping, bending, frequent lifting up to 50lbs., occasional lifting in excess of 50 lbs., climbing, kneeling, reaching, stooping, crawling, pushing and working in awkward positions, and enclosed spaces is normal.

Machines, Tools, Equipment required to be operated: Required to use heavy machines and equipment, and power and hand tools in field operations, to include hydraulic tamps, power line conductors, secondary wires, and volt/ohm meters

Personal Protective Equipment

Proper PPE is required in field operations, which includes pole climbing gear and steel toe/EH boots as well as other provided equipment.

Visual Acuity, Hearing, Speaking: Must be able to communicate clearly and accurately for work and safety compliance in a hot line work environment. Visual color discrimination is required to differentiate wire and part colors.

Environment/Working Conditions: Work is mostly outside, may be in close proximity to hot-line construction and maintenance and energized conductors in varying weather conditions; and is exposed to hazards of electrical shock and burns as well as to falls. Position requires travel throughout the service area. Work regularly scheduled Monday-Friday, although weekends and after-hours may be required to meet deadlines or to address distribution problems.

Employee Requirements:

This position requires employee to possess and maintain a working telephone number.

A current Texas CDL driver's license is required, or must be obtained within 6 months of hire date; and, must have and maintain an insurable driving record.

The employee is to perform all duties necessary on-site or at specified working locations as defined by the General Manager or Operations Manager. At no time, is the employee allowed to perform any duties from a remote location that is not authorized by the General Manager.

VII. REMARKS:

The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by the management of San Patricio Electric Cooperative.

I have read my Position Description and understand my assigned responsibilities, and have been given a copy of this Position Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also understand that the Board of Directors of San Patricio Electric Cooperative, Inc. cannot guarantee my employment, and that SPEC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____
Employee *Date*

Approved by: _____
General Manager *Date*