

COMMUNITY ELECTRIC COOPERATIVE POSITION DESCRIPTION AND SPECIFICATIONS

POSITION TITLE: RECORE OPERATIONS TECHNICIAN

Department: Operations **Reports to:** Manager of Operations

Position Back-up:

Supervises:

Wage and Salary: As recommended by the President & CEO

Job Code/Cat: 54-6422 **Date Revised:** 2/16/2024

Position Summary and Objectives

To perform unskilled, semi-skilled, and skilled tasks associated with the construction, maintenance, and operations of generators as related to that of RECORE, LLC. Oversee, supervise, and manage third party vendors/contractors, and CEC personnel as may be required.

Responsibilities and Duties

- 1. Safety and first aid practices and procedures.
- 2. Excavate and back fill by hand.
- 3. Installation of underground conductors.
- 4. Terminating de-energized underground conductors.
- 5. Locate and repair faults in underground electrical conductors.
- 6. Read and interpret work orders, schematic diagrams, and instructional material.
- 7. Maintain field records using various means, including computers.
- 8. Work independently.
- 9. Troubleshoot transient faults.
- 10. Maintain truck stock records.
- 11. Use of hand signals.
- 12. Structural and electrical inspection of electrical facilities.
- 13. Use of volt-ohm-amp meter.
- 14. Perform minor generator maintenance repairs.
- 15. Install generator SCADA equipment.
- 16. Perform automatic transfer switch repairs, inspections, and programming.
- 17. Perform voltage checks and inspections on energized equipment subject to NEC regulations.
- 18. Respond to generator trouble calls during and after normal working hours.
- 19. The proficient use of powered and non-powered hand tools (ax, shovel, hammer, wrenches, chain saw, cable cutters, compression tools, drills, high pressure washer, etc.).
- 20. The operation of specialized heavy equipment such as boom trucks.
- 21. Requires proficiency in the use of distribution system test, measurement, and diagnostic equipment.
- 22. Oversee, supervise, and manage third party vendors/contractors, etc.
- 23. Supervise CEC personnel as may be required to achieve desired results for RECORE.
- 24. Assist in the installation of electrical components and fuel components consistent with generator and/or transfer switch installations.

- 25. Knowledge of trade codes, NEC, and gas fitters.
- 26. Knowledge of rules and regulations for industry work (OSHA, VASHA, etc.)

Qualifications

1. Education

High school graduate or equivalent.

2. <u>Training and Experience</u>

Masters Electrician License preferred - will be compensated at a higher rate if, and when obtained. Journey Gas Fitter License preferred.

3. <u>Physical Requirements</u>

Minimal exposure to the environment, including but not limited to dust, dirt, wind, water, insects, wildlife, and weather extremes. Requires frequent unassisted lifting and carrying of medium weight objects (greater than 50 lbs.) over normal terrain for substantial distances (greater than 100 feet). Requires walking, standing, pulling, pushing, stooping, kneeling, and reaching. All of the aforesaid must be accomplished on a continuous basis except for scheduled breaks without fatigue for entire regular work schedule.

Able to commit to and support the Cooperative's drug and alcohol-free workplace. Must be able to pass pre-employment and random drug/alcohol screens satisfactorily.

Must adhere to safety regulations as set forth by the Cooperative. Must obtain certification in first aid and CPR. Must regularly attend safety meetings and participate in safety programs. Must promote safe working habits and use all protective equipment as prescribed by the Cooperative's policies and procedures. Must report all eminent danger situations immediately to Supervisor.

Reporting Relationships

Reports to Manager of Operations

Salary Range for Position

As specified by management. (This is a non-union position.) Qualifies for overtime (same, and as defined by union agreement). A higher rate if and when Master Electrician license and/or Master Gas Fitter license is obtained.

Work Week

8:00am -4:30pm, Monday through Friday (includes a 30-minute lunch break) and any overtime as needed.

NOTE: This position is established by mutual agreement between the Cooperative and I.B.E.W. Local #2240.