



Personnel – Job Description

Job Title: Engineering Technician

Department: Engineering

Reports To: Director or Superintendent of Engineering Services

Supervises: None

FLSA Status: Non-Exempt

Date Issued: January 1, 1999, General Manager

Date Amended: July 24, 2025

General Duties

1. Assist in providing Member-Owners with adequate and dependable electric service at the lowest possible cost consistent with good service, efficiency and sound business practices.
2. Promote increased understanding and acceptance of the Cooperative ownership philosophy by the Member-Owners, Employees, and public.
3. Communicate and coordinate the activities of this department with other departments with the emphasis on teamwork, maintaining the established goals and positive image of the Cooperative.
4. Keep immediate Supervisor and Management adequately informed of the end results of the activities of this department.
5. Practice and uphold all policies of the Cooperative as adopted by the Board of Directors.
6. Practice and know safe work habits and abide by the safety rules of the Cooperative. Unsafe acts shall be reported and work stopped in the area until corrective steps are taken.
7. Maintain a clean, well-organized work area.
8. Take care to observe and present a neat, pleasant appearance. Dress to suit the position, however, each Employee should dress as neatly as possible.
9. All employees will have a phone for contact during emergencies.
10. Have and maintain a valid Wyoming driver's license and have an insurable driving record.

Specific Duties

1. Perform design, staking and coordination of all phases of line extensions and changes in the Cooperative distribution systems in accordance with approved engineering practices and established policies.
 - a. Know the Cooperative system (i.e.: lines, substations, etc.) and the area each serves, territorial boundary agreements and the territory served by Carbon.
 - b. Attention should be given to improvement of the Cooperative image. Whenever possible, public relations with Member-Owners will be stressed.
 - c. Keep abreast of all viable forms of energy production.
 - d. Maintain a good relationship with builders, contractors, and major utility companies in the Cooperative service area.
 - e. Perform and aid in keeping maps, map files, and related records up to date as delegated by the Director of Engineering Services.
 - f. Review large power accounts monthly billings for accuracy.
 - g. Aid in establishing and maintaining engineering data required for computer programs.
 - h. Perform and be responsible for logging, updating and maintaining statistical and operating data related to the Cooperative.
2. Provide courteous, prompt and accurate services that will create goodwill with the Member-Owners in all daily contacts.
 - a. Secure applications, contracts, deposits and establish with the Member-Owner, the location of service.
 - b. Obtain right-of-way easements, where required for applications for service, line extensions, and system improvements.
 - c. Exhaust every means possible in an effort to satisfy Member-Owner's wants consistent with established policies, regulations. and procedures.
 - d. Work on Member-Owner complaints regarding high bills/voltage problems when assistance is needed or requested by Billing and/or Member Service's Department and document all contact with consumers. File one copy in consumer file and one copy in other related file (i.e.: complaint, energy audit, etc.)

Engineering Technician

3. Keep current on all policies and procedures relating to service.
 - a. Stay thoroughly familiar with the National Electric Safety Code (NESC), as well as the National Electric Code.
 - b. Maintain a good working knowledge of RUS and Cooperative specifications.
 - c. Know and practice all Cooperative safety rules, policies, and procedures. Report all infractions, dangerous situations or hazards to the Director of Engineering Services.
4. Maintain a Cooperative attitude and assist fellow Employees in any work of which you are capable or may be called on to perform which tends to expedite the business of the Cooperative.
 - a. Assist in training of other engineering Employees.
 - b. Give prompt attention to all paperwork.
 - c. Keep Supervisor well informed and seek his advice and counsel on special problems in which this assistance is needed or which may require his attention.
 - d. Keep a record of and enter time daily for Director of Engineering Service approval.
 - e. Participate in educational activities, workshops and other programs to improve technical skills and abilities as directed by Management.
 - f. Perform any other duties or activities that may be assigned or directed by Management.
5. Perform any other duties or activities that may be assigned or directed by Management.