



## Personnel – Job Description

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**Job Title:** Staking Engineer

**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 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. Provide courteous, prompt and accurate service that will create good will and enhance the image of the Cooperative with the member-owners and general public in all daily contacts.
8. Dress to suit the position; however, each employee should dress as neatly as possible. Take care to observe and present a neat, pleasant appearance.
9. All employees will have a phone for contact during emergencies.

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10. Have and maintain a valid Wyoming driver's license and have an insurable driving record.

### **Specific Duties**

1. As the Cooperative's engineering field representative, under direction of the Director or Superintendent of Engineering Services, perform design, staking, and coordination of all phases of line extensions and changes in the Cooperative distribution system in accordance with approved engineering practices and established policies.
  - a. Know the Cooperative system (i.e., lines, substations) 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 other forms of energy production, such as wind and solar.
  - d. Maintain a good relationship with builders, contractors, and major utility companies in the Cooperative service area.
  - e. Perform and aid in any form in keeping the GIS and related records in an up-to-date manner as delegated by the Director or Superintendent of Engineering Services.
  - f. Aid in collecting and maintaining engineering data required for engineering analysis.
  - g. Perform and be responsible for logging, updating, and maintaining statistical and operating data relating to the Cooperative's distribution system.
2. Provide courteous, prompt and accurate services that will create good will with the member-owners and general public in all daily contacts.
  - a. Secure applications, contracts, and deposits, and establish with the member the location of new service, meter, or outdoor lighting locations.
  - 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's wants consistent with established policies, regulations, and procedures.
  - d. Work member complaints regarding high bill/voltage problems when assistance is needed or requested by the Billing Department. Document all

contacts with consumers and file a copy in consumer file and a copy in related file (complaint, energy audit, etc.).

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, while maintaining a close working relationship with the Wyoming Department of Electrical Safety and Fire Prevention, and the Wyoming Public Service Commission.
  - b. Maintain a good working knowledge of RUS and Cooperative specifications.
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 other engineering employees.
  - b. Give prompt attention to all paperwork.
  - c. Keep a record of and enter time daily for Director of Engineering Service approval.
  - d. Participate in educational activities, workshops, and other programs to improve technical skills and abilities as directed by management.
5. Keep supervisor well informed and seek his advice and counsel on special problems in which his assistance is needed, or which may require his attention.
6. Perform any other duties or activities that may be assigned or directed by the Director or Superintendent of Engineering Services.

#### DETAILED DESCRIPTION OF HAZARDOUS DUTIES INVOLVED WITH POSITION

##### Addendum - Job Description (with no journeyman lineman training)

1. Travels considerably while performing day-to-day operations and any special duties.
2. Responds to outage calls in all types of weather, day or night.
3. Patrols lines via truck, snow machine or airplane.
4. Performs physical labor in actual repair of lines.
5. Performs mechanical work on equipment in need of repair.
6. Investigates meter theft, tampering, power diversion.
7. Performs in the capacity of a lineman's helper during times of outages, as needed.

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