**ALLAMAKEE-CLAYTON ELECTRIC COOPERATIVE, INC.**

**Postville, Iowa**

**POSITION GUIDE – EQUIPMENT TECHNICIAN**

**PART I - POSITION IDENTIFICATION**

**POSITION TITLE:** Equipment Technician

**DEPARTMENT:** Operations & Engineering

**APPROVED:** Jason Troendle  
 **DATE:** July 2020

**PART II – POSITION PURPOSE**

1. To assemble, inspect, maintain, repair, and operate specialized equipment and electrical apparatuses for use on electrical facilities following Cooperative specifications/policies and to complete all required documentation.
2. To be responsive to members’ service needs with the goal of maintaining safe, reliable, and uninterrupted electric service.
3. To be on-call as required to maintain continuity of service to member-consumers.
4. To improve work productivity and job safety through training, instruction and assistance to other employees to develop an efficient, safe and productive workforce.

**PART III – REPORTING RELATIONSHIPS**

Reports to: Line Superintendent

Supervisor: Lead Equipment Technician

Supervision of: As assigned

**PART IV – ESSENTIAL JOB FUNCTIONS**

1. Responsible for assembling, calibration, inspection, repair and maintenance of specialized equipment and electrical apparatuses used in the Cooperative’s system or located on the members’ premises.
2. Responsible for documenting and reporting problems, deficiencies, conditions, etc., to the Lead Equipment Technician or Line Superintendent.
3. Responsible for repairing or reporting all hazardous and unsafe conditions to the Lead Equipment Technician or Line Superintendent.
4. Responsible for completing the proper forms for assembling, calibration, inspection and maintenance records, and completing all other reports and paperwork as required or assigned.
5. Assists with assuring that all work performed or under his supervision is following the Cooperative’s approved practices, safety standards, and operating procedures.
6. Responsible for the upkeep of vehicles, tools, and equipment assigned.
7. Responsible for all materials and supplies assigned.
8. Responsible for maintaining proper relations and interacting with other utility representatives, employees, members, property owners, law enforcement personnel, emergency crews, and the public.
9. Responsible for knowing and following the Cooperative’s safety rules, policies, and procedures.
10. Assists with the training of appropriate personnel concerning Cooperative policies, safety rules, and all work-related procedures.
11. Responsible for knowing and being able to perform and CPR and first aid proficiently.
12. Responsible for attending and participating in meetings as required or directed.
13. Other duties historically performed by this classification or as assigned.
14. Responsible for maintaining vehicle radios and Automatic Vehicle Locators.

**PART V – MINIMUM QUALIFICATIONS**

1. Education and Experience: High School diploma. Associate degree or diploma from a recognized accredited electronics school or line worker program. Must possess the required knowledge, initiative and skills that will enable the equipment technician, in the judgment of the Cooperative, to satisfactorily fulfill the duties and responsibilities of this position.
2. Skills: Must be able to effectively use a wide variety of electronic test and calibration equipment, drive light trucks or cars, and document and record information as required. Ability to effectively operate various tools and equipment used in installation, operating, maintaining and testing meters, load management receivers, locating equipment, OCRs, voltage regulators, and other specialized equipment. Must have the ability to identify outage-causing problems and assist in safely restoring service. Computer skills required.
3. Licenses and Certifications: Must possess (or be able to obtain) a valid Iowa DOT Commercial Driver License with required endorsements.
4. Physical Demands: Occasionally lifts materials and equipment weighing up to 50 pounds. Performs work according to the National Electric Safety Code, National Electrical Code, OSHA, and the Cooperative’s safety procedures.

Occasionally works nights, weekends, and holidays to repair or maintain equipment. Verbally interacts with crew members, supervisors, and other cooperative staff. The position requires the ability to hear, see both near and far, identify colors, stand, walk, kneel, bend, crouch, crawl, and manipulate various objects and tools. Must be able to drive a variety of motor vehicles.

1. Environmental Demands: Works both indoors and outdoors with light physical exertion. Sometimes works in basements, attics, homes, commercial and industrial buildings, and agricultural buildings. Must be able to work around animals on farms and or confinement facilities.
2. Other Job Characteristics: Off-duty availability required. Must maintain a good personal appearance. Must have the ability to work without direct supervision.