

Concho Valley Electric Cooperative, Inc.
Position Description

Position Title: Staking Engineer Technician I

Departments: Engineering

Reports To: Supervisor of Staking Engineering

Oversees: Personnel as Assigned

FLSA Status: Non-Exempt

NRECA Job Code: 54-4421

Reviewed/Revised: 08/2025

GENERAL DESCRIPTION:

Works under partial to close supervision depending on task complexity; receives detailed instruction for new assignments and may work independently for routine or smaller-scale work once trained. Follows written directives, procedure manuals, and operational instructions. Receives guidance from senior staking personnel on complex or high-impact projects. Carries a cell phone for rapid contact; may be called back in emergencies; may be required to work overtime; performs duties in both an assisting and developing capacity while building the skills to work independently on standard staking projects.

PURPOSE: To assist in the staking of new lines, retirements, and system improvements while learning the skills, knowledge, and standards necessary for independent fieldwork and eventual advancement to Staking Engineer Technician II.

ENVIRONMENT: Work is predominantly outside and in the open, being exposed to the weather, away from the corporate office, and exposed to some mechanical hazards. Majority of the work would be in the field, remaining office work would include becoming familiar with staking programs, billing programs, specs, codes, and rates.

EXTERNAL CONTACTS: Member-Consumer; TxDOT; other utility personnel during coordination activities.

DUTIES AND TASKS OF THE JOB:

- Perform surveying and staking of new lines, extensions, conversions, and rehabilitation work, with complexity of assignments increasing as skills develop.
- Stake smaller jobs independently after training, with oversight for quality and compliance.

- Assist senior staking personnel on large-scale or complex projects.
- Prepare staking sheets and basic material lists, review for completeness under supervision.
- Check for code compliance of clearances with roads, communication lines, and transmission lines as directed.
- Assist in updating maps and GIS records.
- Perform Groundman tasks as otherwise directed.
- Assist in flagging and marking right-of-way for construction.
- Operate GPS units, transits, and other surveying equipment to capture coordinates.
- Drive stakes to indicate pole and guy wire placement.
- Maintain tools and equipment in working order.
- Learn and review CVEC's tariff, construction specifications, and relevant rate schedules.
- Prepare field notes and photo documentation for work orders.
- Coordinate with other utilities for underground locates under supervision.
- Follow NEC, NESC, OSHA, state regulations, and CVEC standards as they apply to distribution, transmission and communication design.
- Use computer software for staking and mapping functions with training.
- Attend and complete required technical, safety, and job knowledge training.
- Assist in preparation of right-of-way documents and permits.
- Provide support for Annual Meeting and other cooperative functions as assigned.
- Assist with member notifications for right-of-way access or construction activities.
- Participate in cross-training with other departments (Operations, Metering, Mapping) to gain a broader understanding of cooperative operations.
- Assist in locating and marking existing cooperative facilities in coordination with underground locating personnel.

- Observe and learn crew construction methods to improve understanding of how staking decisions impact field work.
- Must be regular in attendance.
- Follow all safety rules and guidelines.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

PHYSICAL DEMANDS: Occasionally moves up to 30 pounds above the shoulders, waist-high 30 pounds, the waist to floor 30 pounds, and must be able to carry 50 pounds 10 feet; depth/distance visual ability necessary; movement and physical nature of the job includes activities such as standing, walking, sitting, stooping, bending, reaching, kneeling, crouching; must drive a vehicle; moderate exposure to hazardous environment.

EDUCATION AND EXPERIENCE REQUIREMENTS: High school or equivalent minimum; vocational-technical or associate degree preferred; previous experience in mapping, surveying, or electric power.