



**VACANT POSITION ANNOUNCEMENT
FOR ALL MEA EMPLOYEES AND THE GENERAL PUBLIC
POSITION: SENIOR ENGINEERING TECHNICIAN - RFT**

POSTING DATE:	August 26, 2021	REQUISITION NO.:	370-317
CLOSING DATE:	Open Until Filled	UNION REPRESENTATION:	EOA
DEPARTMENT:	Engineering	FLSA CLASSIFICATION:	Non-Exempt
HOURLY WAGE:	Union Scale	HOURS OF WORK:	8:00 a.m. to 5:00 p
GRADE:	EOA 6	WORK LOCATION:	Palmer

REVISED: August 9, 2021

PURPOSE

This position provides a variety of responsible engineering design, inspection, and administrative services for the Association's Power Delivery Division. Prepares engineering plans for the construction of commercial and residential electric services, identifies material requirements, coordinates with other sections regarding new member enrollment, and supports members with the installation of new and transfer of existing services.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Designs, routes, and stakes one-phase or three-phase distribution extensions, improvements, and major overhead/underground projects, road relocations, distribution underbuild of transmission lines. Drafts construction sketches.
2. Estimates cost of providing facilities and service to new and existing members, including contributions in aid to construction.
3. Prepares work order documentation, including staking sheets, construction drawings job tickets, letters of agreement, etc. Determines relationship of plant to geographic monumentation through use of field measurements and/or prepared surveys and provides as-built information on Association facilities.
4. Assists with preparation of drawings and provides other information required for easement and permit acquisition by the Right-of-Way Department.
5. Develops materials lists in support of project requirements, including conductor and transformer requirements.
6. Works with the Engineering Coordinator, as necessary, to communicate construction scheduling.
7. Works closely with Engineering Coordinators, Member Relations, Operations, and Finance and Accounting in coordinating close-out information and other activities.
8. May design and stake distribution cable replacement projects and other projects as assigned; prepares necessary staking sheets and requests permits to initiate required construction.
9. Assists in training and directing activities of Engineering Technician I and temporary engineering personnel.
10. One of several positions assigned to inspect overhead and underground distribution construction to ensure compliance with Association standards.
11. One of several positions assigned to inspect meter bases and other service entrance equipment for standards compliance and works with the member's electrician to resolve any issues prior to issuing associated work orders to construction.
12. Ultimately responsible for the review and accuracy of the project close-out documents.
13. Promotes a safety culture in which safety is a value. This culture is based on joint and individual engagement, ownership, and accountability regarding job safety and responsibility to perform work safely and adhere to safe work practices.
14. Performs the essential functions of the position in a safe and efficient manner.

The above items are not intended to be all inclusive of the essential functions or requirements of this type of work as they are subject to change based on operating necessity. The employee will also perform other related business duties as assigned by the immediate supervisor and other management personnel.

ESSENTIAL POSITION REQUIREMENTS

- Qualified candidates are required to have:
 - A high school diploma or equivalent with math skills demonstrated through the completion of college algebra.
 - A minimum of eight (8) years of electric utility work experience with demonstrated performance and a progressive development in responsibility.
 - Documented training on the National Electrical Safety Code (NESC).
 - Completion of two (2) courses from the NWPPA Staking Technician Certification program or similarly applicable courses.
 - A Bachelor of Science degree in Electrical, Mechanical, or Civil Engineering may be used as a substitute for four (4) years of the work experience requirements.
 - A valid Alaska driver's license (or ability to obtain as required under State of Alaska regulations) and a driving record, which is acceptable and insurable by the Association and the Association's insurance carrier at standard group rates.
- Preference will be given to candidates with:
 - The equivalent of a bachelor's degree, associate degree, or vocational training in the areas of engineering, surveying, and/or computers, with an educational emphasis in applicable courses such as math and engineering.
 - Work experience in the staking or inspection of RUS/Association distribution facilities, including surveying experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Support a culture of safety excellence through active involvement in safety improvement and promote a sense of shared responsibility for safety.
- Lay out and stake distribution facilities to provide the most economical facility within established standards.

- Successfully direct the activities of lesser grade personnel.
- Meet and deal effectively with contractors and members.
- Create clear and accurate construction sketches.
- Make sound decisions and apprise supervisor when dealing with non-routine situations.
- Effectively monitor and manage multiple tasks and meet established deadlines.
- Operate a motor vehicle in a safe, courteous manner in accordance with all applicable traffic laws.
- Write detailed and clear reports to assure a clear understanding when dealing with issues such as line extension problems, cost estimates, alternative line extension options, electrical problems, accidents, etc.
- Read utility-related literature, technical journals, and legal documents.
- Strong customer service skills.
- Represent the Association in a courteous, respectful manner.
- Flexible and adaptable, especially to changing work situations and priorities.
- Use hand tools and power saws.
- Keyboarding skills sufficient to complete correspondence and accurately perform data input.
- Knowledge of applicable OSHA, NESC, NEC, RUS, Association, and other related regulations.
- Thorough knowledge equivalent to or successful completion of the NWPPA Overhead/Pole Line Structure Design and Layout course, or other similar training program. Ability to interpret engineering documents including plats, load calculations, and electrical diagrams.
- Demonstrated proficiency in designing electrical distribution facilities to meet National Electrical Safety Code (NESC) and Rural Utilities Service (RUS) standards, or to local regulations where they are more restrictive.
- Learn and accurately implement the terms of Association's Tariff, line extension policy, and other engineering guidelines.
- Ability to interpret and follow jurisdictional guidelines such as those for the federal government, State of Alaska, Alaska Railroad, Mat-Su Borough, and various municipalities.
- Working knowledge of personal computers in a Windows environment, particularly the use of Word, Excel, Outlook and in-house software programs.
- Skilled in effective and professional verbal and written communication.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Self-motivated improvement based on successes and failures.
- Analyze processes for efficiency and make recommendations for improvements.
- Embrace and embody the Association's Core Values through decisions, actions, attitude, and behavior to directly contribute to the success of the organization.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position; this list is not inclusive of all the physical demands that may be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee will be required to:
 - Communicate through speech and hear conversations with others by telephone, and in person.
 - Use a computer to input data and prepare documents.
 - Visual acuity to discern writing on paper to include communication with others electronically, read documents, technical material, work orders and maps via paper and computer format.
 - Frequently walk over uneven ground under a wide variety of conditions.
 - Bend, walk and stand on a frequent basis while working at various Association field sites.
 - Exert up to 50 pounds of force occasionally, and/or exert up to 10 pounds of force frequently to move objects.
 - Lift 10 pounds frequently, and occasionally lift and/or carry materials weighing up to 50 pounds. Such articles include computer printouts, notebooks, tape measures, small tools and equipment, etc.
 - Frequently operate a vehicle.
 - Travel to worksite locations and other Association offices and organizations as needed.

ENVIRONMENTAL CONDITIONS

- The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- This position works in an office setting and requires field work in variable weather conditions.
- The incumbent must be able to work in variable weather conditions including, but not limited to rain, high winds, temperatures in excess of 80 degrees Fahrenheit and minus 40 degrees Fahrenheit, large amounts of snow, possibly over long periods of time and in darkness, etc.
- This position is subject to bee stings and insect bites.
- The incumbent must be able to work long hours under stressful conditions when restoring power during storms, outages, or other emergency conditions.

EMPLOYMENT STATUS

- This position is classified as a nonexempt, represented position, and is eligible for overtime compensation based on both Federal and State of Alaska laws. All Association employees are expected to work widely varying amounts of either (1) unscheduled overtime such as during power restoration activities; or, (2) scheduled overtime required to accomplish special projects.

MEA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by local, state or federal law.

Individuals with disabilities who require reasonable accommodations to participate in any portion of the application or interview process should advise MEA in advance by calling 907-761-9218.

To apply, please visit www.mea.coop to submit an application by the closing date.

Matanuska Electric Association, Inc.

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Telephone: (907) 761-9218/ Fax: (907) 761-9264

MEA is an Equal Employment Opportunity Veterans/Disabled employer.