

H-D Electric Cooperative, Inc.

Position Description – Journey/Apprentice Level Electrician

I. Objectives

To provide excellent service to the members and customers by rendering prompt, efficient and courteous service that will promote good will between the Cooperative and the members.

II. Reporting Relationships

- a. Reports to: Member Service Manager
- b. Directs: None

III. Responsibilities and Authorities

Within the limits of established policies, budgets and legal requirements, assumes responsibility and has commensurate authority as delegated by Member Services Manager, except as may be specified, for the following activities:

a. Wiring Services

- i. Maintaining and installing load management equipment and sub-meter equipment on member premises.
- ii. Keeping familiar with the applicable provisions of the National Electrical Code (NEC) and South Dakota wiring bulletin with respect to adequate wiring.
- iii. Ability to follow the NEC to perform neat and proper wiring in a timely manner.
- iv. Ability to troubleshoot different types of electrical systems and application
- v. Troubleshooting irrigation systems.

b. Locates underground wires

- i. Use equipment to locate primary and secondary wire.
- ii. Locate and fix secondary underground wire breaks.

c. Member Services functions

- i. Keeping informed of electrically-powered equipment and counsel member-owners on the selection of electrical equipment.
- ii. Understand the energy efficiencies of electrical equipment and advise member-owners of efficient use of electricity and be able to communicate basic energy audit concepts.
- iii. Participates with Member Services Manager in the planning for new or improved systems and procedures used in the department.
- iv. Assisting in promotion programs such as load management, electric heat options and electric water heat options.
- v. Participating in the coordination of departmental programs with the planned activities of agricultural extension services, achievement days, crop shows, etc.

- vi. Troubleshooting stray voltage problem complaints and follow up on results and maintaining adequate records of problem areas.
- vii. Perform maintenance and service on electric water heaters including understanding of general plumbing concepts.
- d. Cooperative functions
  - i. Keeps informed of all changes in policies and procedures of the Cooperative.
  - ii. Attends and participates in annual meeting as required or directed.
  - iii. Receives communications and directives and orally confirms full understanding; keeps supervisor informed of important information concerning the job and work equipment of the cooperative.
  - iv. Interprets and determines importance of remarks and information found on service orders.
  - v. Preparing and maintaining a schedule of visits, trips, meetings and other activities from which reports are compiled as required.
  - vi. Promote and defend image of cooperative principals.
  - vii. Participates in scheduled safety meetings.
  - viii. Practice safety procedures at all times and abide by all safety practices of the cooperative
  - ix. Must cooperate with maintaining pleasant working relationships and improving morale; to exchange ideas, information and job experience that will benefit the organization and insure the continual progress of the Cooperative.
- e. Other duties as assigned

#### IV. Requirements

- a. High school diploma or equivalent required. A two-year degree from an accredited technical school program on wiring is preferred.
- b. Must be able to obtain and maintain CPR certification.
- c. Must be qualified to operate a motor vehicle and possess a valid South Dakota driver's license.
- d. Must have a minimum of a South Dakota Apprentice Electricians License and progress in a timely manner towards Journey Licensure.
- e. Must have the ability to work independently and perform the activities necessary to complete work assignments described in the position description.
- f. Equipment Operated:
  - i. Ability to operate a vibrating plow and backhoe, skid steer, scissor lift, power tools, scissor lifts, generators, motor vehicles, all-terrain vehicle (ATV) and locating and fault finding equipment.
- g. Abilities and Skills:
  - i. Must be able to read, write and do arithmetic.
  - ii. Must have problem solving skills and be able to organize work to meet deadlines.
  - iii. Ability to read blueprints and understand wiring and line diagrams.

- iv. Must have a basic working knowledge of computers and using Microsoft Office products.
- h. Physical Effort: Must be able to perform the activities listed in the position description.
  - i. Medium work requiring exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly.
  - ii. Lifting and carrying of 10 to 50 pounds occasionally.
  - iii. Position activities may require some standing for extended periods, climbing, repetitive bending and kneeling, heavy lifting, and engaging in active fieldwork.
- i. Working Conditions:
  - i. Work is both inside and outside in all types of weather conditions.
  - ii. The employee may be exposed to extremes of noise, temperature, dust, livestock and occasionally working on heights.
  - iii. Hazards include mechanical and operating machinery.
  - iv. Safety equipment use required.
  - v. The employee must be able to adapt to revised schedules and long hours of work, manage changes in methods and priorities of work, accept direction, and deal with disputes professionally.
  - vi. Some irregular hours including nights, weekends, and holidays may be required.
  - vii. Occasional travel may be required.
- j. Accountability
  - i. The employee will be accountable for safely and satisfactorily completing jobs as assigned.
  - ii. The employee will be responsible for analyzing all requirements to complete a job, recognizing impediments to satisfactory completion, and seeking guidance when needed.
- k. The Company reserves the right to change the minimum requirements at any time as business necessity requires.
- l. After an offer of employment has been made, the cooperative requires a physical, which will include both alcohol and drug testing and pre-employment physical. Alcohol and drug testing may continue throughout employment as required.

This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. H-D reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change.