



POSITION DESCRIPTION

Position Title:	Electrical Technician		
Description Number:	4.4.1	Classification:	Technical
Department:	Engineering and Operations	FLSA Status:	Non-exempt
Date issued/Revised:	May 2022	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Responsible for the installation, testing and maintenance of voltage regulators, and meter testing. Perform inspections and installations of LREC's load management system and LREC substations.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own effect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC business objectives.

Job Responsibilities:

1. Become familiar with the general responsibilities and required knowledge inherent in the position.
 - a) Become familiar with Rural Utility Services (RUS) construction specifications, the National Electrical Code, the National Electric Safety Code and established policies of the Cooperative.
 - b) Develop and maintain knowledge of system, maps, and circuit diagrams.

- c) Use radio communication equipment in accordance with Federal Communications Commission (FCC) regulations.
 - d) Wear proper clothing in all types of weather to maintain good health and maintain acceptable appearance for good member and public relations.
 - e) Give consideration and care to member's property at all times.
 - f) Constantly patrol lines when driving along lines of the system; promptly report any potential trouble spots.
 - g) Perform other duties as may be occasionally assigned.
2. Voltage Regulators
- a) Develop and maintain knowledge of system's voltage regulators.
 - b) Perform inspection on all system voltage regulators, as needed. Inspections are normally done in conjunction with substation inspections.
 - c) Inform Operations of any regulators found to be defective and prepare suitable replacement voltage regulators for service.
 - d) Provide updates and additions to voltage regulator equipment and maintenance records.
 - e) Verify voltage regulator compensation settings as prescribed by the Engineering Department.
3. Meter Testing
- a) Develop knowledge of the Cooperative system's meter test equipment.
 - b) Maintain the Cooperative's meter test equipment.
 - c) Perform for meter tests as may be requested by the Engineering, Operations, Consumer Billing or Marketing & Communications Department.
 - d) Inspect and maintain various Cooperative metering systems.
 - e) Provide updates to meter test records as required.
4. Load Management
- a) Develop and maintain knowledge of the Cooperative's load management system.
 - b) Assist in the installation and inspection of load management installations as required.
 - c) Perform routine inspections of load management equipment in the field to check operation and reliability.
 - d) Verify proper load management control of irrigation systems.
5. Inspections and Testing
- a) Perform inspection and tests of Cooperative and consumer wiring systems in response to concerns about abnormal voltage, current or other conditions that may exist.
 - b) Documents all inspections and inform the VP Engineering and Operations of any items requiring attention.
 - c) Inspect other electrical equipment as directed and document inspections as may be required.
 - d) Assists in annual testing of substation transformers as directed.
6. Installations
- a) Install and operate voltage and current recorders to gather information on distribution system performance on consumer premises.
 - b) Install and maintain the Cooperative's SCADA equipment and coordinate SCADA activities with Lake Region's G&T field technicians as required.
 - c) Work on in-house wiring circuits as directed.

Reporting Relationships:

Reports to:	VP Engineering and Operations
Supervises:	No one
Directs work of:	No one
Team members:	Electronics System Supervisor, Business Solutions department,
External relationships:	New and existing members of the Cooperative, GRE field technicians, Ottetail Power, and contractor personnel.

Specifications:**Education and Experience:**

- High school diploma or equivalent.
- Minimum of a one-year Electrical Technical degree and a Class A journeyman electrical license in State of Minnesota.

Skills and Abilities:

- Intermediate computer skills including use of a tablet
- Good organizational skills.
- Ability to work independently.
- Ability to understand electric utility terminology and apply knowledge of electronics/communications to the job functions in a skillful and timely manner.
- Speak, read and understand English.

Additional Expectations:

Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

Physical Demands and Working Conditions:**Summary:**

Work in the field will include driving a company vehicle to locations in all types of weather conditions, visually inspecting equipment in basements, crawl spaces, attics, barns or other similar areas, and substations. Climb, balance, kneel, and crawl to locate cable around physical barriers or perform other related work. Interact with consumers, contractors, and Lake Region personnel via verbal contact, telephone, and two-way radio. Read maps, meters, and gauges on electronic equipment. Work in areas where electrical voltage is present such as transformers, regulators, and meter bases.

Work in climate controlled office environment when not in the field. Use the telephone to communicate with numerous parties to coordinate work, answer customer and contractor questions.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

Physical Demands Required to Perform Duties:

Physical Demands	Frequency Examples
Standing	Occasionally
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50lbs.

<i>Physical Demands Required to Perform Duties:</i>	
	Occasionally lift equipment and materials weighing more than 50 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Occasionally
Kneeling, Crawling	Occasionally
Talking	Frequently s.
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Not Applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently work outdoor in a variety of weather conditions.
Low visibility	Occasionally work in darkness and in fog.
Noise	Occasionally work around loud equipment.
Moving parts	Not Applicable
Energized equipment	Frequently
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Not Applicable
Vehicular traffic	Frequently
LED/LCD screens	Frequently
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable