

ELECTRICAL TECHNICIAN

Mountrail-Williams Electric Cooperative

1 PURPOSE OF POSITION:

The position serves as an energy services advisor to MWEC (Cooperative) and its members in the areas of energy usage; power safety, quality and reliability; and education and coordination of smart energy and distributed generation technologies. The position includes the installation of electronic equipment necessary to provide superior quality and cost-effective energy service to members.

2 RESPONSIBILITIES AND AUTHORITIES:

This job description lists only the major duties of this position and, therefore, does not restrict the assignment of other duties.

- a) Installs metering systems and associated apparatus, load management system and support structure, and any other associated electronic equipment.
- b) Works with members to resolve power quality and energy usage issues.
- c) Educates and advises, coordinates with the members on the implementation of HVAC systems, lighting, and other electric technologies, including smart energy and distributed generation technologies.
- d) Performs work on energized and de-energized lines.
- e) Performs all position responsibilities in accordance with MWEC policies and procedures and OSHA safety rules.
- f) Responsible for vehicle, tools and other Cooperative equipment assigned for his/her use.
- g) Tests, adjusts, repairs, replaces, and/or adds to all electrical equipment, wiring electrical instrumentation, and electrical control equipment and systems including the planning of this work and its integration into the total plant maintenance schedule. Also included is the maintaining of a complete record system of all work performed and all adjustments, tests, repairs, changes, and additions made.
- h) Diagnoses, locates, and corrects any malfunction occurring on all electrical control systems and/or their associated equipment.
- i) Accomplishes installation and maintenance directives of supervisors and seeing that those directives are understood and practiced by him/her and those assigned to work with him/her.
- j) Maintains a harmonious relationship with all Cooperative personnel and members, and the public.
- k) Participates in formal training programs for the improvement of job knowledge and technical skill provided by the Cooperative.
- l) Practices safety and equipment maintenance.
- m) Performs safe, effective, and efficient maintenance of all electrical instrument systems and equipment included in such systems.

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- n) Understands and personally performs all duties in accordance with applicable safety and Cooperative policy manuals, as well as being constantly alert to and cautioning his fellow employees about existing hazards and/or unsafe practices.
- o) Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.
- p) Performs any other duties assigned to fulfill the objectives of the Cooperative.

3 POSITION SPECIFICATIONS

a) Education

- 1) High school diploma, or equivalent required. Two-year degree in electrical technology, or related field, or equivalent work-related experience preferred.
- 2) ND licensure as a Journeyman Electrician is required. Reciprocal licensure with other states that are part of the Multi-State Reciprocal Licensing Group is acceptable.
- 3) Participation in training, workshops, seminars, and other courses needed to stay current with changing electrical technology and safety standards.

b) Experience

- 1) Minimum of eight (8) years of experience with residential and commercial wiring, preferred. Experience with an electric utility, or similar business, is desirable.
- 2) Experience performing residential and commercial energy audits is desirable.

c) Abilities and Skills

- 1) Ability to work independently with the ability to prioritize and plan tasks.
- 2) Must possess ability and desire to self-educate in diverse subjects involving both computer hardware and programmable software.
- 3) Must be able to communicate effectively with Cooperative employees, consumers, and the public.
- 4) Must be of high integrity and possess good working habits.
- 5) Must have a valid driver's license and acceptable driving record and be able to operate Cooperative vehicles.

d) Physical Demands

- 1) This position may require lifting of objects weighing up to 50 (fifty) pounds.
- 2) This position also requires routine walking, standing, pulling, pushing, stooping, kneeling and exposure to dirt, water, and work in all weather conditions.

e) Other

- 1) Must be able and available, during any and all-weather conditions, to work weekends, holidays, evenings, and other times outside normal duty hours to assist in service restoration and/or other emergencies that may arise.

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- 2) It is the individual responsibility of every employee to maintain a current awareness and understanding of appropriate laws, regulations, internal policies, and procedures, and to comply fully with those laws, regulations, policies, and procedures.

4 **WORKING RELATIONSHIPS:**

a) Internal:

- 1) Establishing and maintaining pleasant working relationships with fellow employees in achieving the objectives of the Cooperative.

b) External:

- 1) Cooperating with members and the public and assisting them in a friendly and courteous manner. Also, promotes an understanding and acceptance of the Cooperative's objectives, viewpoint, and programs.

5 **REPORTS TO:**

- a) Reports to the Public Relations/Communications Manager, keeping him/her informed concerning work in progress and completed, and consulting with him/her concerning problems which hinder efficient completion of the duties and responsibilities of the position.

6 **DISCLAIMER:**

- a) This job description is not intended to be all-inclusive. An employee will also perform other related job responsibilities as assigned by immediate supervisor and other management as required
- b) MWEC 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 job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Chris Brostuen

Date: January 7, 2022

Reviewed/Amended by: NA

Date: NA