

UTILITY WORKER

Mountrail-Williams Electric Cooperative

1 JOB OBJECTIVE:

Responsible for duties to include but not limited providing efficient and high quality maintenance of the headquarters facilities in order to maintain a clean, attractive appearance and good operating order.

2 EDUCATION QUALIFICATIONS:

- a) High school diploma or equivalent required.
- b) Valid drivers' license.
- c) Prior knowledge or experience in the electrical power industry is preferred, but not required.

3 ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assumes responsibility and has commensurate authority within the limits of approved board policies, operating guides and procedures for the following activities:

- a) Maintains the grounds around all MVEC substations to include weed control, mowing, snow removal and the care and maintenance of trees and shrubs to sustain well kept, nice looking grounds and to project that image to the public.
- b) Performs minor repair to facilities and mechanical equipment as directed to assure extended use of facilities and equipment.
- c) Assists Operations with the receipt, disbursement and storage of materials and supplies as requested to assure material and supplies are stored in an orderly manner.
- d) Has knowledge of safe working practices and operation of building and grounds utility systems required.
- e) Is responsible for assisting and help managing the Coop weed control program within Coop areas.
- f) Performs required cleaning of all MVEC substations inside and outside to make sure all equipment and grounds are free of debris and dust at all times.
- g) Is a self-starter with the ability to follow instructions well.
- h) Possess good reading and listening skills.
- i) Is responsible for assistance in PCB testing and disposing and selling of transformers
- j) Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.
- k) Performs any other duties assigned in order to fulfill the objective of the Cooperative.

4 BUSINESS AND RELATIONSHIPS:

This position:

- a) Reports to the Utility Worker Foreman.

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- b) Often does not work under close supervision or frequently receive work direction from the Utility Worker Foreman.
- c) Responds to both routine and non-routine maintenance inquiries and upkeep.
- d) Frequently has contact with staff, consumers and all MWEC personnel.
- e) Must become familiar with all Coop facilities, substations, equipment, etc.

5 WORKING CONDITIONS:

Inside and outdoors environments. Work sites can be cramped and dirty.

6 PHYSICAL REQUIREMENTS:

- a) 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. Lifting and carrying of 10 to 50 pounds occasionally. Work is divided equally between inside and outside work. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Hazards include mechanical and operating machinery. Safety equipment required. Some exposure to fumes, odors, chemicals, dust and dirt. Must be able to read, write and do arithmetic.

7 DISCLAIMER:

- a) 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.
- 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: Brandy Hansen

Date: May 2023

Reviewed/Amended by:

Date: