

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

POSITION SPECIFICATIONS/DESCRIPTION

POSITION: Supervisor of Field Engineering
REPORTS TO: Manager of Engineering
DEPARTMENT: Engineering
DIRECTS: Staking & GIS/Mapping Department
EFFECTIVE: September 2025
EXEMPT STATUS: Exempt

PURPOSE OF POSITION:

Supervises and coordinates activities of Staking Technicians. Investigates, surveys, and oversees the staking of distribution lines in accordance with appropriate construction specifications. Supervises GIS/Mapping department. Oversees use of software for staking and mapping programs. Coordinates with fiber plant manager for large projects that include fiber installations. Oversees and participates in all areas involving field engineering to include joint use and all other duties assigned.

MINIMUM JOB SPECIFICATIONS:

Required: High School diploma is required
Must have a current Georgia driver's license
Must be able to pass Tri-County EMC provided physical examination and drug tests as required
Must have a working knowledge of electrically related equipment
Must have prior utility knowledge
Must have experience designing circuits out of an electric substation and a general knowledge of all related apparatus, metering, wiring, and electronic equipment
Must have a minimum of five years' experience staking distribution facilities
Must have a minimum of five years' experience using staking software, GIS software, and GPS staking equipment
Must have experience submitting DOT permits
Must be knowledgeable in spreadsheet and database applications
Must be knowledgeable of standard engineering procedures and RUS construction standards
Must be able to be on feet for extended periods of time, walking over uneven terrain.
Much of work is outdoors in varying weather conditions.

Preferred: Associates degree in a related discipline (engineering, surveying, GIS/Mapping, etc.)
Two years' experience in surveying and map reading
Ten years' experience in electric utility engineering, staking, construction, or maintenance with an electric utility
Electric Cooperative experience

PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Examples: 40% walking, 40% standing, 5% sitting, 10% lifting (maximum fifty pounds unassisted), 5% pushing and pulling.

WORKING CONDITIONS: 50% in Office, 50% Outside - Traveling within Territory

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor to receive direction; to provide work related information; with supervisor to receive training and guidance; with other departments, as necessary.

External: Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the Cooperative.

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KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION

SUPERVISOR OF FIELD ENGINEERING

NOTE: The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

- A. Supervises staking personnel, GIS/mapping personnel, and joint use personnel
- B. Ensures all staking and design for line extensions and additions are in accordance with Tri-County EMC's specifications and RUS guidelines
- C. In conjunction with the Manager of Engineering, plans for power line upgrades conversions, sectionalizing, and work plan projects
- D. Secures right of way easements for various projects
- E. Processes and QC's work orders
- F. Prepares DOT permits and applies for all necessary special use authorization permitting
- G. Prepares staking sheets and related agreements to accommodate joint use of poles and trenches by other utilities in accordance with the agreement with each utility
- H. Ensures accuracy and makes corrections as needed to QA/QC existing mapping/GIS database
- I. Works with mapping/engineering to ensure accurate system model for engineering analysis and outage management model
- J. Assists Operations personnel as needed to perform switching and related distribution system functions
- K. Performs all work processes in accordance with applicable safety rules and approved construction specifications
- L. Participates in supervisor on call rotation
- M. Performs all other duties as assigned