



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Field Service Technician/Purchasing Clerk/Facilities Maintenance</b>	<b>NRECA JOB CODE</b>	
<b>DEPARTMENT</b>	Operations	<b>SUPERVISORY</b>	NO
<b>REPORTS TO</b>	Line Superintendent	<b>FLSA STATUS</b>	Non-Exempt
<b>APPROVED BY</b>	<div>General Manager _____ Date _____</div> <div>Human Resources _____ Date _____</div>		

*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. SEC reserves the right to revise or change the job duties and responsibilities as the need arises. This position description will be updated accordingly. This position description does not constitute a written or implied contract.*

### **POSITION SUMMARY**

The Field Service Technician is a versatile, field-focused position responsible for supporting a wide range of operational duties including line locating, substation inspections and readings, material purchasing, AMI (Advanced Metering Infrastructure) system maintenance, facilities maintenance and general field support as a groundman. This individual plays a critical role in ensuring the efficient and safe operation of the utility's infrastructure and field activities.

### **ESSENTIAL FUNCTIONS**

#### **Line Locating**

- Accurately locate and mark electric underground utility lines in accordance with local and state regulations, including 811 One-Call requirements.
- Read and interpret utility maps, blueprints, and construction drawings to identify the location of underground facilities.
- Use locating equipment or tools to trace underground lines.
- Communicate effectively with contractors, homeowners, and internal departments regarding locate requests.

- Complete and maintain detailed records of locates, including maps, photographs, and reports for documentation and compliance.
- Respond to emergency locate requests in a timely and professional manner.
- Ensure all markings are accurate, visible, and consistent with standard color codes for utility identification.
- Perform routine maintenance and calibration of locating equipment.
- Promote and practice safety at all times, helping to prevent damage to infrastructure and ensuring public and worker safety.
- Stay current with industry practices, regulations, and equipment training related to utility locating.

### **Substation Readings & Inspections**

- Conduct routine visual inspections and manual readings of substation equipment including transformers, breakers, and control systems.
- Record and report data on voltage, current, temperature, and other parameters to monitor system performance.
- Identify and report any abnormal conditions or safety concerns within the substation environment.

### **Purchasing & Inventory**

- Coordinate procurement of materials, tools, and supplies needed for utility operations.
- Communicate with vendors and suppliers to obtain quotes and place orders.
- Maintain inventory records and ensure timely restocking of critical items.
- Assist with warehouse organization and inventory audits.

### **AMI Technician Duties**

- Install, troubleshoot, and maintain AMI meters and communication devices.
- Perform diagnostics and field investigations to resolve metering or communication issues.
- Collaborate with IT and engineering departments to ensure system data integrity.
- Provide support for meter upgrades, firmware updates, and integration tasks.

### **Groundman Duties**

- Assist line crews with daily operations including loading/unloading materials, setting up work zones, and handing tools and equipment.
- Maintain tools, trucks, and equipment in good working conditions.
- Follow safety protocols while supporting overhead and underground utility work.
- Serve as a spotter or flagger as needed during field operations.

### **Facilities Maintenance**

- Responsible for building and yard maintenance.

### **ESSENTIAL QUALIFICATIONS**

- Good math skills and proficient with computers and general office software.

- Strong customer service and communication skills.
- Highly accurate and detail oriented.
- Ability to positively interact with other department personnel, cooperative members, vendors, and the public.
- A valid New Mexico Driver's License and insurable record.

### **EDUCATION / EXPERIENCE**

- High school diploma or equivalent.
- Familiarity with RUS specifications is preferred.
- Training in spotting line hazards and meter tampering.

### **PHYSICAL REQUIREMENTS AND WORK CONDITIONS**

- Must pass pre-employment physical and drug screening test.
- Visual color discrimination is required to differentiate wire and parts colors.
- Work in both an office environment and in the field.
- Requires frequent travel throughout the Cooperative's service territory and occasionally working long days to meet deadlines.
- Will be exposed to hazards associated with weather conditions and consumers' animals.
- Must be able to lift 50 pounds, and duties entail driving, walking, stooping, crawling, climbing, kneeling, and working in awkward positions and enclosed spaces.

### ***Acknowledgements***

*Supervisor* \_\_\_\_\_ *Date* \_\_\_\_\_

*Employee* \_\_\_\_\_ *Date* \_\_\_\_\_