

VERENDRYE ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

TITLE: Staking and GIS Technician

DEPARTMENT: Engineering Department

REPORTS TO: Engineering Manager

LOCATION: Minot or Velva, ND

POSITION SUMMARY:

The Staking and GIS Technician plays a crucial role in the Engineering Department and Verendrye Electric Cooperative (VEC) by designing new service installations, upgrades, and maintenance projects. This position oversees projects from implementation to completion, including effective coordination with members, linemen, and external contractors. This position will also contribute to the maintenance and accuracy of the cooperative's Geographic Information System (GIS) data. The Staking and GIS Technician must possess the knowledge, drive, and compassion to advance themselves along with VEC. VEC continues to remain focused on technological advancements to remain innovative within the utility industry. This position supports the western portion of the service territory, including Minot, and will be primarily located in the Minot office, with a potential for a combination of Minot and Velva, where Minot remains the primary base.

MAJOR RESPONSIBILITIES:

The following are the major responsibilities. They do not cover every aspect of the position and could change based on the evolving needs and direction of the cooperative.

- Create designs that meet the National Electric Safety Code, RUS requirements, and Cooperative Engineering Guides.
- Coordinate with members, contractors, or other entities on various projects.
- Perform field staking of overhead and underground electric distribution facilities.
- Use of basic surveying tools, such as GPS and measurement wheels, to mark proposed utility lines or infrastructure.
- Create staking sheets and material lists for linemen to reference when carrying out work orders.
- Acquire land rights for utility infrastructure projects to include easements, leases, or permits.
- Utilize National Information Solutions Cooperative (NISC) mapping and staking software.
- Assist in the quality control of GIS data to ensure accuracy and completeness.
- Assist in maintaining, updating, and enhancing the GIS database.
- Attend technical training and development opportunities to build upon skills and knowledge.
- Interact and collaborate with department members, other employees, and cooperative members.
- Staking and GIS support during outage and storm restoration activities.

QUALIFICATIONS

- Associate's degree in Electrical Technology, GIS Technology, CAD/Drafting, or a related field; or equivalent relevant experience. Knowledge of electric utility distribution equipment is preferred but not required.
- Excellent communication and negotiating skills (in person, over the phone, or email).
- Ability to read maps, blueprints, specifications, and survey plats.
- Must possess a positive attitude and be self-motivated, organized, detail-oriented, and eager to take on challenges.
- Ability to manage daily work schedule and solve complex problems with minimal supervision.
- Ability to manage multiple projects, assignments, and requests in a fast-paced environment.
- Ability to become a Notary Public.
- Ability to regularly travel within the service territory.
- Must possess a valid North Dakota driver's license.
- Must be able to pass background check and obtain access to Minot Air Force Base.