

City of Auburn, Indiana

Class Description

Title: Staking Engineer

Department: Electric

Division: Transmission And Distribution

FLSA Status: Exempt

Job Code:

Updated: 04/10/2024

General Definition of Work

Responsible for engineering duties required in the preparation of work orders, service orders, mapping/GIS, service requests, easements and agreements associated with line extensions and system improvements, and oversight of the substation, transmission, and distribution systems. Completes the staking of assigned work, prepares staking sheets and related agreements to accommodate joint use of poles and trenches by other utilities. Responsible for the application of utility policies and standards, and state and national electrical safety codes.

Work is primarily performed independently with accountability for results. Position requires management of multiple priorities, skilled judgement, commitment to ethical conduct, good customer service and ability to implement best practices.

This position reports to and receives direction from the General Manager. This position does not supervise employees but does require coordinating with contractors and consultants.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Prepares detailed drawings, cost estimates and material lists, service requests, service orders, and work orders for electric customer line extensions, distribution feeders and system improvements, services, and other facilities.
- Performs field staking and layout for construction of electrical facilities and field inspections to determine adherence to utility and other applicable standards and for “as-built” records. Works closely at times with GIS/GPS electric systems specialist to create detailed project drawings and for field project staking.
- Prepares quotes for new customer electric service based on utility policy.
- Procure work and system improvements.
- Performs title research and prepares easement documents for customers, as needed.
- Makes informed judgments necessary in the construction standards, such as transformer and service sizing, meter standards, line extensions and application and basic principles of protection.
- Recommends to General Manager improvements or updates to city’s electric construction or material standards.
- Establishes and maintains positive contacts with the public. Responds to inquiries from customers, contractors, coworkers, and other persons as to the application of policies and codes, standards, and line extensions. Investigates and resolves customer concerns.
- Acquires utility easements.
- Works closely and effectively with electric and fiber employees, outside contractors and engineers, other utilities, and other associated entities to facilitate completion of projects. Contributes to positive team environment.
- Actively and positively participates in regular department meetings for the purposes of planning, updating progress, and general sharing of information.
- Demonstrates knowledge of city policies and department rules and upholds them. Understands and follows the General Manager’s expectations, regarding professional appearance, attendance, punctuality, scheduled and unscheduled time off, and appropriate use of city time, equipment, and resources.
- Exhibits a positive attitude and support of management decisions and Utility policy.

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Minimum Qualifications

Ability to read and understand mapping symbols and to use the precision measuring instruments, tools, and machines applicable to the position. Ability to communicate effectively in English both orally and in writing, understand complex oral and written instruction, communicate detailed information clearly and concisely; and establish and maintain effective working relationships with customers, employees, managers, consultants, contractors, vendors, and the general public. Ability to self-direct work and be a self-starter.

Special Qualifications

- Journeyman lineman through D.O.L.
- Knowledge of NEC & RUS specs.
- Must obtain and maintain first aid/CPR certifications.
- Any Combination of education and experience that provides the necessary knowledge, abilities, and skills to perform the functions of this position may be substituted for the foregoing requirements.
- Must possess a valid driver's license and have a good driving record.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Duties are split between field work and office environment, walking, standing, and sitting for some periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close and distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision, ability to convey detailed or important instructions to others accurately, loudly or quickly and ability to hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 25	Frequent
Up to 50	Occasional
50 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Seldom
Toxic or caustic chemicals	None
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate