

Department: Electric		Immediate Supervisor: Electric Superintendent	
Pay Group: Field Pay Grade: 8	FLSA Status: Non-Exempt	Last Updated: 7/17/2018	
Positions Supervised: N/A			
Position Summary			
Assist with bore rig crew planning and provide work direction for Bore Rig Operator; Assist with project planning, materials planning, permitting, and customer communications; Perform operation of bore rig machinery and related equipment; placement of underground facilities to project drawings and installation specifications; locate utilities via hand digging, vac-tron, mini excavator, or other equipment; restoration and other groundwork.			

Essential Functions

1. Responsible for providing work direction for Bore Rig Operator.
 - A. Responsible for planning work load schedule for assigned projects and to communicate relevant information to Field Crew Foreperson and Electric Superintendent.
 - B. Responsible for crew record keeping, daily timesheets, material inventory sheets, truck log, tailgate sessions, etc.
 - C. Responsible for the operation of any assigned vehicles, tools, and equipment.
 - D. Assist in project planning, materials planning, permitting, and customer communications related to bore rig projects.

2. Perform operation of bore rig machinery and related equipment.
 - A. Placement of underground facilities per project drawings and installation specifications.
 - B. Locate utilities via hand digging, vac-tron, mini excavator, or other equipment.
 - C. Proficiently operate bore rig and head locates.
 - D. Perform restoration of work sites.
 - E. Perform pneumatic pushes.

3. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Follows all safety procedures.
 - C. Participation in safety training.
 - D. Participation in industry training.
 - E. Assist with flagging and road closures.
 - F. Perform snow removal for ERMU facilities.

- G. Assist with tree trimming and brush removal.
- H. Assist line crews and/or other departments as needed.

Required Knowledge, Skills, and Abilities

- Knowledge of electrical distribution systems.
- Knowledge of bucket trucks and other fleet and construction equipment.
- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Ability to learn and use computer software applicable to essential functions.
- Ability to make decisions within policy and position parameters.
- Ability to accurately and timely complete reports.
- Ability to work independently.
- Ability to communicate effectively.
- Ability to professionally interact with supervisors other employees.
- Ability to interact with customers in a courteous and efficient manner.
- Ability to perform all required physical work which may include sitting, standing, stooping, kneeling, crouching, walking, or crawling.
- Ability to drive assigned vehicles up to 90% of the time.
- Ability to work approximately 10% of the time in an office environment.
- Ability to work approximately 90% of the time in the field.
- Ability to frequently lift 50 lbs.

Minimum Qualifications

- High School degree or equivalent.
- Five years applicable experience.
- Possess a valid Minnesota driver's license with the ability to obtain and maintain a Minnesota Class A license within 1 year.

Preferred Qualifications

- Familiarity with heavy construction equipment.
- Previous locating experience

This Position Description is not intended to be all-inclusive. It is within Elk River Municipal Utilities' discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.