**Coleman County Electric Cooperative, Inc.**

**Job Description**

**JOB TITLE:** Equipment Operator

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**Exempt (Y/N):** No  
**Introductory period:** 180 days  
**Supervisor:** Line Foreman & Superintendent  
**Work Period:** Must not exceed 40 hrs/wk

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**GENERAL DESCRIPTION:** Provide the Cooperative with safe and legal operation of the line trucks necessary to transport employees and materials. Performs various manual labor type tasks at the work site to assist crew members.

**PREREQUISITES:**

Must have and maintain a valid Texas driver’s license and/or commercial driver’s license.

Ability to learn Cooperative’s service area, transmission and distribution system.

Must be trainable in the application of CPR and First Aid.

Must understand that the position will be assigned a scheduled on-call time to provide service at times other than normal working hours.

**DUTIES AND RESPONSIBILITIES:**

Responsible for safely operating and maintaining any Cooperative-owned line truck, underground trencher and related equipment.

Inspects truck and trailer for proper and safe loading and binding prior to driving or operating and provides continuous inspections for mechanical defects and/or unsafe conditions.

Performs minor road or field maintenance or repairs on assigned vehicles and related equipment.

Required to have the knowledge and adhere to the capacity and limitations of assigned truck and equipment.

Properly places and lashes down all work equipment before hauling to work site.

Operates line trucks for installation or removal of poles. Frames poles on the ground per specifications.

Operates trencher for installation of underground cable.
Responsible for adhering to highway laws, regulation signs and courtesies.

Familiar with and can use state highway maps and electric system maps of the Cooperative.

Replaces or sees that all Cooperative tools, equipment and unused materials are replaced on the line truck at completion of job or day’s work.

Performs scheduled replacement of truck inventory.

Operates two-way radio according to proper procedures.

Attends safety and other classroom training provided by the Cooperative.

Wears appropriate work clothing, hard hat, leather gloves, safety glasses and other safety equipment as necessary.

Follows Cooperative, NESC, RUS, OSHA, State and other regulatory agency safety procedures and rules in the performance of all work.

Maintains vigilance for safety hazards.

Responsible for maintaining time records.

Responsible for completing documentation for installed and/or retired equipment.

Ensures that all documentation is completed accurately, legibly, and promptly.

Required to travel for training and events that will improve job knowledge and skills.

Adheres to safety rules and practices. Responsible for reporting un-safe practices to appropriate personnel.

Reports regularly to the Line Foreman and/or Line Superintendent with any items of interest and importance to daily operations.

Responsible to understand and follow all Cooperative policies. Maintains an attitude that will promote harmony and good will among fellow employees, members, consumers, and the public.

This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.
GENERAL QUALIFICATION GUIDELINES

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

EDUCATION AND EXPERIENCE REQUIREMENTS: High school diploma or equivalent is required. Line construction experience is desirable. Must have and maintain a valid Texas commercial driver’s license, preference given to an individual with a Texas class A commercial driver’s license.

LANGUAGE SKILLS: Must have ability to read and interpret documents specific to the duties required for this position. Ability to write routine reports and correspondence. Ability to communicate effectively in person or via telephone, email or personal mail to members, vendors, staff, and before groups of people as needed.

REASONING ABILITY: Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

OTHER SKILLS AND ABILITIES: Ability to operate a personal computer, e-mail, and word processing software. May need to operate fax machines, calculators, typewriters, copier, and other office machines. Ability to carry out instructions assigned by Supervisor or General Manager.

PHYSICAL DEMANDS: Work may be varied throughout each day. The work is subject to outside environmental conditions, those being both extreme heat and extreme cold at times, with no effective protection from the weather. The work includes exposure to oils, chemicals, vibration, loud noises and other hazards relative to the construction, operation and maintenance of the Cooperative. Must be able to frequently sit, bend, stoop, squat, lift and carry up to 50 pounds, push and/or pull, reach above shoulder level, climb, balance, kneel, crouch, and twist. Must be able to occasionally lift between 75 – 100 pounds, to occasionally crouch and work in awkward positions and/or enclosed spaces. Must be able to use heavy machines and equipment, power and hand tools in field operations. May be required to walk in uneven or poor terrain (road ditches, right-of-way, underbrush) during poor weather conditions (mud, snow, poor lighting) carrying a minimum of 50 pounds. Frequently sits in a vehicle to drive and/or ride to various sites. Additional activities include frequent use of hand-eye coordination to operate power hand tools and occasionally electronic test equipment.
*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.

Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

This is an “At Will” employment and nothing contained herein is interested to create any contractual rights between Employer and Employee. Employee may be terminated at any time with or without cause.

_________________________________________  _______________________
Employee Signature                        Date