



COTTON

ELECTRIC CO-OP

POSITION TITLE: **LAB TECHNICIAN**

DEPARTMENT: COTTON ELECTRIC SERVICES

DATE May 2017

Department: Cotton Electric Services	Salary Grade: 2-A-3
Reports To: CESI Customer Service Rep./Lab Foreman	Status: Nonexempt

SUMMARY:

High voltage protective equipment lab technician for Cotton Electric Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs test on high voltage protective equipment for customers of Cotton Electric Services and prepares product for shipment.
- Makes sure items received for testing is logged in and service order printed.
- Makes sure inventory items received are logged in and properly stored.
- Assist in maintaining proper rubber glove and sleeve inventory.
- Maintains a safe working environment by adhering to safety policies, procedures and regulations.
- Becomes immediately available to assist Line Operations during extended outages or emergency situations
- Works in other areas of CESI as needed.

SUPERVISORY RESPONSIBILITIES:

None

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/or EXPERIENCE:

A high school diploma or equivalent.

LANGUAGE SKILLS:

Must have the ability to read, follow or prepare instructions written in English. Must be able to communicate the English language in a manner which can be understood and interpreted by the general populace.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

Ability to solve practical - every day problems. Must be able to interpret a variety of instructions furnished in written, oral, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Oklahoma driver license is preferred.

COMMUNICATION SKILLS:

Because of the everyday interaction with the general public, a large degree of "people skills." is essential. The ability to interact with people in an effective and positive manner is an integral part of this job.

PHYSICAL DEMANDS:

The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand for long periods of time, stoop and reach overhead. This job also requires the regular use hands to finger, handle of feel objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

MENTAL REQUIREMENTS:

This is considered a high risk job. This type of employee will be dealing with heavy equipment and work in the proximity of potential lethal high voltage. Employees in this position must be mentally alert and vigilant. Employees must maintain the mental capability to react quickly to sudden changes and maintain a clear understand of the task they are performing.

This employee is responsible for the safety of others and must have the capability to remain mentally attentive to their work situations.

WORK ENVIRONMENT:

This job has potential exposure to indoor and outdoor extremes.

NONDISCRIMINATION:

Cotton Electric Cooperative, Inc. is an equal opportunity employer.