



San Patricio Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 

Job Description: Staking Technician

Department: Technology Services	FLSA Status: Non-Exempt
Reports to: Mapping Supervisor	Location: Sinton, Texas
Supervises: None	
NRECA NCS classification:	Revised: August 2026

About San Patricio Electric Cooperative:

San Patricio Electric Cooperative (SPEC) is a member-owned, not-for-profit electric utility committed to providing safe, reliable and affordable electric service to the communities we serve.

Beyond delivering power, SPEC is dedicated to enhancing the quality of life for our members through strong community engagement, responsible operations and a focus on service excellence. As a cooperative, we operate with a commitment to integrity, accountability and long-term sustainability.

Our employees work together as a team to uphold the cooperative principles while delivering dependable service and supporting the needs of our members and communities.

BASIC FUNCTION:

The Staking Technician supports the Cooperative's mission by investigating, surveying, inspecting and staking electric distribution lines in accordance with Cooperative construction specifications and applicable regulatory requirements.

The position is responsible for designing and staking construction and maintenance projects, preparing staking sheets, supporting cost estimates, inspecting poles and lines, and coordinating new line extensions.

The Staking Technician works with Cooperative personnel, members, contractors and developers to ensure accurate field information, safe construction planning and reliable service.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required. Two years of prior experience in electric distribution cooperative construction preferred; or an equivalent combination of education, training and experience.

Computer skills required, including experience with or the ability to learn electronic staking and mapping systems.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic working knowledge of RUS specifications, the National Electrical Safety Code (NESC), OSHA requirements, applicable local and state codes, and Cooperative policies and procedures
- Knowledge of electric distribution construction practices and the ability to apply construction specifications to staking and design work
- Ability to stake, design and draw construction and maintenance projects accurately and within established timelines
- Ability to prepare or assist with construction cost estimates and explain applicable line extension costs, rules and requirements to members when assigned
- Ability to identify the condition of poles and lines and recognize maintenance needs, field hazards and construction concerns
- Ability to use electronic staking and mapping systems and accurately report mapping discrepancies or adjustments
- Ability to compute load data provided by members regarding power requirements
- Strong attention to detail and accuracy in staking records, reports, work orders and field documentation
- Ability to communicate clearly and professionally with members, contractors, developers, employees and the general public
- Ability to manage multiple projects, follow direction and meet established deadlines
- Ability to work independently within established procedures while knowing when supervisory approval or guidance is required
- Ability to project a favorable, courteous and professional image of the Cooperative

ESSENTIAL DUTIES/RESPONSIBILITIES:**Percent
of Time****Staking, Design & Construction Planning**

- Stakes, designs and draws assigned electric distribution construction and maintenance projects accurately and in a timely manner
- Investigates and surveys proposed electric distribution line extensions, improvements and other assigned projects
- Prepares staking sheets and related field documentation in accordance with Cooperative construction specifications
- Prepare or assist with cost estimates for construction projects
- Meet with members to discuss line cost estimates and applicable state and local rules and regulations
- Coordinates new line extensions with contractors and developers as assigned
- Reviews completed work orders to help verify compliance with applicable regulatory and Cooperative requirements

30%

Field Inspection, Mapping & System Records

- Inspects poles and lines to determine condition and identify maintenance needs
- Reports mapping discrepancies and required adjustments to the Mapping Technician
- Records and reports potential hazards to Operations Department
- May assist with line relocations in response to Cooperative needs and member inquiries, maintaining appropriate records and notifications
- Maintains accurate staking, field and project records to support construction and system reliability

15%

Member, Contractor & Cooperative Coordination

- Provides courteous and professional service to members and the public while responding to questions within the scope of the position
- Communicates with members regarding assigned projects, line extensions, service needs and related requirements
- Maintains assigned key customer contacts, when applicable, to support customer satisfaction and ongoing communication

30%

- Coordinates with internal departments and employees to support billing, customer service, construction and operational needs - Refers issues or inquiries outside the scope of the position to the appropriate Cooperative personnel - Promotes understanding of Cooperative objectives, programs and the productive use of electricity when appropriate	
Regulatory, Reporting & Technical Standards - Completes required Cooperative, RUS and other reports related to staking operations, materials and equipment - Maintains current RUS bulletins and updates related to materials and construction specifications - Performs assigned work in accordance with applicable RUS, OSHA, DOT, PUC, NESC and other requirements - Applies Cooperative policies, procedures and construction standards	20%
Other Duties & Emergency Support - Performs duties assigned under the Cooperative's Emergency Restoration Plan - Supports cross-functional projects and Cooperative initiatives as needed - Performs other duties as assigned to support the overall success and reliable operation of the Cooperative	5%

SPECIAL REQUIREMENTS:

Must possess and maintain a valid Texas driver's license and an insurable driving record
Ability to travel throughout the Cooperative's service territory and work at field locations in varying terrain and weather conditions.

Ability to work extended hours, weekends or after-hours as needed to meet project deadlines or address distribution system needs.

Ability to safely operate Cooperative fleet vehicles and assigned field equipment.

Ability to respond to changing priorities and Cooperative needs with flexibility and a team-oriented approach.

OTHER FACTORS:

Supervision:

No direct supervisory responsibility. May have functional responsibility for specific projects or areas of work as delegated by the immediate supervisor.

Responsibility:

Responsible for accurate staking, field inspection, project documentation and coordination that directly supports safe, reliable and efficient electric distribution construction and maintenance. Decisions are made within established Cooperative policies, construction standards and regulatory requirements, with supervisory approval required when policies or procedures are unclear or require interpretation.

Complexity:

Work includes routine and moderately complex field and technical assignments requiring judgment in applying established construction specifications, staking procedures, regulatory requirements and Cooperative practices. The position must recognize field conditions, member needs and project issues that require escalation or additional review.

Communications:

Frequent interaction with members, contractors, developers, employees and the general public. Requires clear, courteous and professional communication to explain project requirements, coordinate work, respond to questions and support effective service delivery.

WORKING CONDITIONS AND MENTAL or PHYSICAL REQUIREMENTS:

Work is performed primarily in field environments throughout the Cooperative's service territory, with exposure to varying weather conditions, terrain, animals, construction sites, and electric distribution hazards.

Frequent physical activity includes walking, bending, stooping, kneeling, climbing, and reaching.

Requires visual acuity, color discrimination, hearing, and clear verbal communication for safe and accurate work.

Regularly operates Cooperative fleet vehicles and uses computers, electronic staking and mapping equipment, hand tools, and related field equipment.

Work is generally scheduled Monday through Friday; however, weekends and after-hours work may be required for deadlines, emergency restoration, or system needs.

Requires sustained attention to detail, accuracy, and the ability to manage multiple field assignments and project deadlines.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not all-inclusive, and duties may change based on the needs of San Patricio Electric Cooperative, Inc. (SPEC). It does not constitute an employment contract or alter the at-will employment relationship.

I acknowledge that I have received, reviewed, and understand this job description and SPEC's Personnel Policies and Procedures Handbook. I understand that I am responsible for following all applicable policies and satisfactorily performing the essential functions of the Staking Technician position, with or without reasonable accommodation.

Employee Name: _____ Date _____

Employee Signature: _____