DESCRIPTION OF EMPLOYMENT ACTIVITIES
NORTH CENTRAL ELECTRIC COOPERATIVE, INC.

POSITION TITLE: **Assistant Electronics Technician**

DEPARTMENT: **Engineering and Operations Department**

REPORTS TO: **Electronics Technician/E&O Manager**

SUMMARY OF EMPLOYMENT ACTIVITIES:

--Promotes and maintains a good cooperative spirit with other departments in achieving the overall service objectives of the cooperative.
--Assists the electronics technician in day-to-day electronics activities of the cooperative.
--Assists in the operation, maintenance, inventory, and testing of cooperative metering equipment.
--Assists electronics technician in operation and maintenance of SCADA system.
--Keeps informed on all matters as they relate to electronics, metering and the overall activities of the cooperative.
--Required to be in rotation for pager duty as assigned.
--Support and enforce work and safety rules and policies of the cooperative.
--Complies with all federal, state, local and other applicable laws.
--Performs other duties and activities as may be assigned from time to time. If other duties are assigned, training will be provided

EDUCATION/REQUIREMENTS

--High school diploma or equivalent.
--Experience in field software and device management.
--Basic understanding of networking fundamentals.
--Must possess and maintain a current motor vehicle operator's license.

PHYSICAL REQUIREMENTS

--Required to stand, sit, or walk for extended periods of time.
--Required to talk to and with the public, customers, and employees.
--Required to sit at a desk and use hands and fingers to handle the telephone, computer, and write for extended periods of time.
--Required to drive vehicle for extended periods of time.
--Occasionally required to lift items up to 50 lbs.

ENVIRONMENT

--Non-smoking office and outdoor environment.
--Work is performed both outdoors and indoors.