



POSITION DESCRIPTION

Position Title:	Machine Operator		
Description Number:	5.3.8	Classification:	Operatives
Department:	Operations/Engineering	FLSA Status:	Non-exempt
Date issued/Revised:	June 2023	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Operate and maintain underground digging equipment and other related equipment. Assist the HDD crew in the installation of underground systems and utility bores.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's and LRES's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC and LRES business objectives.

Job Responsibilities:

1. Assist the HDD crew in the installation of horizontal and utility bores.
 - a) Assist in maintaining and operating grout pump.
 - b) Assist in operating drilling head locator and mixing drilling fluids.
 - c) Assist in clean-up at job sites.

- d) Load and unload equipment and materials into vehicles.
 - e) Drive trucks and trailers to work sites.
 - f) Operate back-hoe and other equipment as needed and directed.
 - g) Perform other duties as assigned.
2. Operate underground plow, back-hoe, digger derrick, and other equipment as needed and directed.
 - a) Responsible for determining the slope based on size of hole that is dug.
 - b) Drive trucks and trailers to work sites.
 - c) Load and unload equipment and materials into vehicles.
 - d) Create trenches, portions of trenches, or bore and/or plow in accordance with work plan.
 - e) Perform other related duties as assigned.
 3. Operate underground digging equipment as needed and directed.
 - a) Interpret the staking sheets for cable installation.
 - b) Responsible for the correct installation of cable and equipment.
 - c) Charge out all material used on the job and changes in materials retired or returned to the warehouse.
 - d) Service and perform maintenance on underground digging equipment to ensure the equipment is in good operating condition.
 4. Provide cooperation and assistance to the lineworkers and other employees in the construction and maintenance of distribution and transmission lines and substations.
 - a) Dig holes, set, and tamp poles, cut right of way, and assist in framing poles.
 - b) Assist in installing and changing out meters, transformers, cutouts, OCR's, voltage regulators, and other equipment.
 - c) Send needed materials up to the lineworker on the pole.
 - d) Assist in loading trucks with materials.
 - e) Assist in seeing that work area is left in clean and non-hazardous condition.
 5. Responsible for the overall safety of self, other Cooperative employees, members, member property and Cooperative property.
 - a) Observe all safety rules and regulations and remain alert at all times to the safety of other personnel in or near the work area.
 - b) Familiar with and abide by the National Electric Safety Code.
 - c) Use protective equipment as provided. Replace any equipment that becomes unsafe to use. Maintain acceptable personal appearance for good member relations.
 - d) Give consideration at all times for property on which or near which the Cooperative crew is working.
 - e) Operate Cooperative vehicles and equipment in accordance with all traffic laws, safety rules, and regulations. Responsible for the safety of the vehicle and equipment, its occupants, and its load.
 - f) Use the mobile radio in accordance with FCC regulations.
 - g) Constantly patrol line whenever driving along lines of the system and immediately report potential trouble areas for corrections.

Reporting Relationships:

Reports to:	Assistant Operations Superintendent
Supervises:	No one
Directs work of:	No one
Team members:	HDD crew, Operations/Engineering employees
External relationships:	New and existing members

Specifications:**Education and Experience:**

High school diploma or equivalent. Minimum two years experience utilizing underground digging equipment.

Skills and Abilities:

- Ability to operate underground digging equipment and other equipment as needed.
- Speak, read, and understand English.
- Ability to obtain and maintain a Class A Commercial Drivers License and tanker endorsement.
- Basic computer skills

Additional Expectations:

Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

Physical Demands and Working Conditions:**Summary:**

Work outdoors with great physical exertion. Frequently lift materials and equipment up to 50 lbs. Interacts with and take direction from underground utility crew via verbal communication.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

Physical Demands Required to Perform Duties:	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials weighing up to 100 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Occasionally
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently
Communication	Frequently

<i>Physical Demands Required to Perform Duties:</i>	
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Not Applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently
Low visibility	Not applicable
Noise	Frequently
Moving parts	Frequently
Energized equipment	Occasionally
High, exposed places	Not applicable
Radiant energy	Not applicable
Exposure to chemicals	Frequently
Vehicular traffic	Occasionally
LED/LCD screens	Not applicable
Slippery conditions	Occasionally
Other environmental conditions	Not applicable