



POSITION DESCRIPTION

Position Title:	Drilling/Boring Machine Operator		
Description Number:	5.3.6	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 the horizontal directional drilling machine and other related equipment for the installation of underground 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. Operate the horizontal directional drilling machine for the installation of underground utility bores.
 - a) Interpret staking sheets for underground construction.

- b) Mix drill fluids for varying types of soil conditions.
 - c) Operate electronics associated with directional drill.
 - d) Perform daily maintenance of drill.
 - e) Determine grout mixtures for varying conditions.
 - f) Maintain and operate grout pump.
 - g) Determine soil conditions for proper grout mixture.
 - h) Responsible for clean-up at job sites.
2. Operate back-hoe and other equipment as needed and directed.
 - a) Responsible for determining the proper 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. 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 holes, 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.
 4. 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:	Superintendent
Supervises:	No one
Directs work of:	HDD system crew when applicable
Team members:	HDD crew, Energy Services employees, Operations employees
External relationships:	New and existing Cooperative members

Specifications:

Education and Experience:

High school diploma or equivalent. Minimum two years experience operating a horizontal directional drilling machine.

Skills and Abilities:

- Operation of underground digging equipment, horizontal directional drill, and other equipment as directed.
- 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. Additional hours may be required during major outages.

Physical Demands and Working Conditions:

Summary:

Work outdoors with great physical exertion, sometimes in poor weather conditions. Frequently lifts materials and equipment weighing up to 50 pounds. Occasionally lifts items that weigh up to 100 pounds. Shovels dirt, works around noisy equipment, and visually inspects work for safe connections. Occasionally works around energized lines.

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 materials weighing up to 50 lbs. Occasionally lift materials weighing up to 100 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Frequently
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Frequently

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