Staking Engineer

POSITION DESCRIPTION

Department:	**Operations & Engineering**	**FLSA Status:**	**Non-Exempt**
Reports To:	**Engineering Supervisor**	**Union Status:**	**Non-Union**
Supervises:	**Yes**	**Employment Status:**	**Full Time**
Job Code / EEOC Cat:	Click to enter text.	**Date Revised:**	**10/30/2026**

Purpose of Position

The Staking Engineer provides mapping, staking and engineering support to help plan, document, and deliver safe and reliable electric service. The position maintains mapping and construction records, prepares staking documents, coordinates field and permit information, and works with members, landowners, crews, and other stakeholders.

Position Responsibilities

The scope and duties of this position may change or be temporarily altered based on the evolving business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by your supervisor.

Key Responsibilities	Brief Description of Responsibilities

Essential Responsibilities:

Performs section's functions involving:

1. The development and maintenance of mapping systems and the output of maps for field crews, dispatch and vegetation management personnel.
2. Coordinate the integration of data from multiple sources into a GIS mapping system.
3. Manage and customize spatial and attribute data on ESRI and Partner mapping systems.
4. The development of methods and procedures to reflect effective staking techniques in line with generally accepted principles and guidelines as interpreted by RUS and other agencies.
5. The analysis of surveys, construction plans, staking sheets, maps, records, permits and reports for appropriateness, accuracy and completeness.
6. The preparation of appropriate advisory communications to the Engineering Supervisor on staking criteria and the exceptions and deviations therefrom.
7. The documentation and verification of landowner easement agreements and advising landowners of the effect of easement and actual construction on their property.
8. Assists with supervision of engineering coordinator as necessary.

Personally performs the following tasks with the required frequency as indicated.

Daily:

1. Stakes overhead and underground lines for new services or service changes according to RUS specifications.
2. Develops and generates staking sheets for use by construction crews for the system.
3. Meets with members to explain terms and conditions of the Line Extension and other policies and associated member contribution requirements.
4. Negotiate and secure easements from members and landowners as necessary for cooperative construction.
5. Secure information as necessary for procurement of permits from state and local government units to allow for construction within public rights of way.
6. Submit required information for billing on movement of lines of road construction or member requested relocations.

7. Completes pre-construction review to assure clearance to underground facilities as required for compliance with Iowa One-Call system.
8. Review pole testing results and report deficiencies.
9. Assist other sections in providing their services.
10. Acts as a Member Services Representative for the Cooperative.

Secondary Responsibilities:

1. Completes migration of staking data into GIS model.
2. Publishes and prints maps to be used by line personnel, dispatch and contractors.
3. Maintains, updates and corrects GIS model to reflect service and line changes.
4. Files work order copies and maintains and updates as-built records.
5. Types, reviews and proofreads easements, records them as necessary, and files and maintains records of such.
6. Performs such other duties as may be assigned.

Position Requirements	All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
Key Requirements	Brief Description of Requirements

Education, Licenses, Certificates, and Training Requirements:

- Minimum of a high school diploma.
- Technical training in surveying techniques, drafting, GIS and GPS design is advantageous to the position.
- Closely related and progressive job experience may be considered in lieu of additional technical training.
- Must possess and maintain a valid Iowa driver's license.

Experience:

- Practical application of skills for a minimum of one year in a related field or organization is desirable.
- Selection preference may be given to applicant with experience in utility operations.
- Specialized training in this area may be considered in lieu of a portion of the experience requirement.

Knowledge, Skills and Abilities:

- Position requires development of a thorough working knowledge of surveying, drafting, GIS, GPS, computer skills, techniques, principles, and terminologies.
- Must possess good verbal and written English language communication skills.
- Should possess good human relations and organizational skills.
- Must have a willingness and ability to learn and adapt to new technologies.
- Should possess the ability to draw, read and interpret construction plans, print and other source documents.
- Must possess keyboarding/word processing skills.
- Must have the ability to work as an individual contributor and within a team environment.

Work Environment:

- Duties are performed both indoors and outdoors. Position requires exposure to all types of weather conditions and exposure to wet and/or humid conditions and asphalt fumes or airborne particles. Subzero temperatures are possible.
- Primary travel within the Cooperative's service area.
- Occasions of travel away for training and meetings as necessary.

Physical Demands:

- Position requires good vision and necessary physio-motor skills to operate surveying equipment, personal computer, telephone, two-way radio and other business equipment.
- Requires sights, speech, hearing and English language ability, to communicate, present and interact with internal and external customers and other, and to operate a motor vehicle.
- Position requires specific vision abilities such as close vision, distance vision, depth perception, and ability to adjust.
- Must be able to accurately identify color coded plans and maps.
- May be required to stand, stoop, crouch, bend, kneel and life to perform the necessary job functions.
- May be required to lift and carry materials weighing up to 60 pounds, with or without reasonable accommodation.
- Position requires substantial interaction/communication with other employees as well as the general public, vendors, and department affiliates.

This position shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Cooperative.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

ACEC reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and approved:

Direct supervisor	Date
Department Head	Date
Human Resources	Date
CEO/General Manager	Date