

Eau Claire Energy Cooperative  
**SYSTEM MAINTENANCE SPECIALIST**

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**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Grade Level:** 10  
**NRECA Job Code:** 55-5251

**Job Status:** Full Time  
**Reports To:** Operations Manager  
**Amount of Travel Required:** Occasional  
**Positions Supervised:** None

## **POSITION SUMMARY**

The System Maintenance Specialist ensures accurate accounting and documentation of all materials and work performed while supporting construction, maintenance, and right-of-way projects through planning, inspection, permitting, and contractor coordination. It also assists with procurement, scheduling, inventory control, outage restoration, SCADA support, and the supervision of distribution facilities in collaboration with internal departments. The position helps maintain safety and service quality by conducting accident investigations, addressing consumer concerns, and contributing to training and operational improvements. Flexibility is required, as the role supports power outage restoration both during and outside normal working hours.

## **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Ensure proper accounting of all material used, returned, or salvaged back into stock for each job completed. Also ensures that all appropriate paperwork, service orders or any other associated paperwork is thoroughly and accurately completed for all work performed.
- Ensure accurate accounting and documentation of materials used, returned, or salvaged for each job.
- Plan, inspect, and oversee maintenance and project work performed by outside contractors in alignment with the Cooperative's work plan.
- Prepare plans, specifications, and work orders for construction, maintenance, and repair of distribution lines and electrical infrastructure. Assist new service applicants with the required paperwork.
- Oversee right-of-way management, including tree trimming, vegetation spraying, and securing necessary permits and easements.
- Serve as a backup for Purchasing by managing material procurement to secure competitive pricing without compromising quality, and by overseeing the annual inventory process.
- Serve as a backup for scheduling and work assignments for the Line Crew, Mechanic, and the Warehouse & Facilities Coordinator roles and supporting the operations department and ensuring clear communication.
- Coordinate with all entities for permits and regulatory compliance in construction and right-of-way projects.
- Work with engineering and accounting to reconcile accounts, maintain inventory control, track fixed assets, and adhere to budgets.
- Support power outage restoration efforts and manage outage data accuracy within the Outage Management System.
- Understand and support SCADA operations and assist in integrating new technologies into the electrical system.
- Assist in supervising construction, maintenance, and operations of distribution facilities, coordinating with Dairyland Power Cooperative.
- Ensure proper accident investigation and reporting while addressing consumer complaints related to service issues.
- Contribute to the development and improvement of job training, safety programs, and operational procedures for the Cooperative.
- Assists in power outage restoration during regular working or outside of regular working hours.

- Provide knowledge sharing and support to other cooperatives as appropriate.
- Participates in activities of employee committees, job training, Cooperative events, safety programs, monthly and annual employee meetings, and line crew meetings. Events may be during or outside of normal scheduled work hours.

## **ORGANIZATIONAL COMPETENCIES**

- Safety Awareness – Ability to be familiar with ECEC's safety policies and comply, identify and correct conditions that affect employee or public safety. Be responsible for reporting unsafe practices or injuries to your supervisor immediately.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Accuracy – Ability to perform work accurately and thoroughly.
- Organizational Knowledge – Abides by the policies of the Cooperative and always conducts self in a professional manner while representing the Cooperative.
- Appearance – Appearance is neat, clean and presentable for regular public contact, and meets standards established by the organization.
- Time Management – Possess and utilize the available time to be organized and complete work within given deadlines.
- Teamwork – Supports teamwork by effective participation, cooperation and communication. Provides continuous improvement to employee morale, motivation, productivity and quality of production through teamwork.
- Reasoning – Ability to utilize logic, reason and analysis to make decisions, solve problems and complete work.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- Communications, Oral and Written – Ability to communicate, both orally and in writing, in a clear and concise manner.
- Computer Skills – Must have general knowledge of computers and ability to use computer systems. Must be proficient with Microsoft office suite including Outlook, Word, Excel and other industry specific software.
- Member Interaction – Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refer them to the proper person.
- Leadership – Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- A valid WI Driver's License is required. CDL is preferred but not required.
- Must carry a cell phone and provide the number to ECEC.
- Working Under Pressure – Ability to complete assigned tasks in stressful situations.
- Certified and proficient in performing First Aid, CPR and AED. Training provided by the Cooperative.
- Primary Residence – Must reside within thirty minutes' drive to Cooperative headquarters.

## **EDUCATION AND EXPERIENCE**

### **Education**

An Associates degree in GIS, survey, construction, electrical or related field is preferred but not required. Must be a certified Journeyman Lineworker.

### **Experience**

Four years of electric utility work experience, preferably in a cooperative distribution system.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Works in a climate-controlled office environment approximately sixty percent of the time at the Cooperative headquarters with the balance of the time in the field throughout the system territory. Occasional overnight travel will be involved, mostly for the required attendance at conferences and meetings. Extensively communicates with numerous parties to coordinate work, answer customer concerns, and work with vendors. Work in the field may encounter vehicular traffic, poor weather conditions, slippery surfaces, animals, and physical barriers such as fences and uneven terrain.

This position requires the following physical requirements:

<b>Lifting</b>	Medium work. Occasionally lifting to 50 lbs.; Frequently lifting and/or carrying of objects weighing up to 25 lbs.
<b>Reaching</b>	Frequently reaches to the front; at, above, and below shoulder height throughout the day. May also be required to reach out to side and above shoulder height.
<b>Pushing, Pulling</b>	Pushing and pulling movements are occasionally required from the employee when working.
<b>Climbing, Crawling</b>	Occasional climbing or crawling to complete a task may be required.
<b>Twisting, Rotating</b>	Frequent and continuous twisting and rotating from the hips, shoulders, and neck while completing all/any job duties assigned and/or required. In addition, flexion and extension of the neck during these same physical activities are ongoing throughout the day.
<b>Balance</b>	Must maintain balance while working on uneven ground or while working above ground.
<b>Handling</b>	Finger dexterity, firm gripping, grasping, pushing buttons, and operation levers are required to handle and operate a variety of tools, equipment and moving vehicles and machinery.
<b>Stooping, Bending, Squatting</b>	Frequent stooping, bending, and squatting at waist, hips, and knees.
<b>Kneeling</b>	Kneeling may be required on a frequent basis.
<b>Standing, Walking, Sitting</b>	Employees will be assigned duties/tasks that are completed while standing or walking. Employee will also be sitting during these duties/tasks.
<b>Talking, Hearing</b>	Talking and hearing is required while receiving work orders and communicating with others.
<b>Driving</b>	Must be able to operate a motor vehicle to complete assigned tasks.
<b>Eyesight</b>	Good eyesight is required to complete all/any assigned duties/tasks and operate any vehicles, equipment or machinery.
<b>Working Above Ground Level</b>	Employee works above ground level while completing all/any assigned job duties as required.
<b>Foot Controls</b>	Foot controls are used to operate motor vehicles and equipment, including but not limited to trucks and forklifts.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhausted list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Eau Claire Energy Cooperative is an equal opportunity employer. ECEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The signature below indicates the employee has received and reviewed this job description.

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***Employee Signature***

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***Supervisor Signature***

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***Date***

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***Date***