

# TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

## POSITION SPECIFICATIONS/DESCRIPTION

**POSITION:** Engineering Specialist  
**REPORTS TO:** Supervisor of Field Engineering  
**DEPARTMENT:** Engineering  
**DIRECTS:** None  
**EFFECTIVE:** November 2025  
**EXEMPT STATUS:** Non-exempt

### PURPOSE OF POSITION:

This position is responsible for performing distribution network updates to the GIS database based on actual field conditions of all distribution facilities and land base features: collecting, maintaining and review of spatial database information to ensure it properly reflects the real-world network: perform field audits: prepare and track NESC code violations and GPS collection activities associated with all GIS applications. This position is also responsible for processing Joint Use (JU) permits and the enforcement of JU code violation procedures. Assist engineering, staking, and mapping departments as needed. Verify, engineer, track, and document inspections from engineering contractors.

### MINIMUM JOB SPECIFICATIONS:

*Required:* High School diploma is required  
Must have a current Georgia driver's license  
Must be able to pass Tri-County EMC provided physical examination and drug tests as required  
Must have a working knowledge of electrically related equipment  
Must have a minimum of five years' utility distribution experience  
Must have a minimum of five years' experience using staking software, GIS software, and GPS staking equipment  
Must be knowledgeable in spreadsheet and database applications  
Must be knowledgeable of standard engineering procedures, NESC code, and RUS construction specifications  
Must be able to be on feet for extended periods of time, walking over uneven terrain.  
Much of work is outdoors in varying weather conditions.

*Preferred:* Associates degree in a related discipline (engineering, surveying, GIS/Mapping, etc.)  
Ten years' experience in electric utility engineering, staking, construction, or maintenance with an electric utility  
Electric Cooperative experience  
Make ready engineering and communications construction/engineering experience

**PHYSICAL DEMANDS:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Examples: 40% walking, 40% standing, 5% sitting, 10% lifting (maximum fifty pounds unassisted), 5% pushing and pulling.

**WORKING CONDITIONS:** 50% in Office, 50% Outside - Traveling within Territory

**WORKING RELATIONSHIPS:**

Internal: Two-way communication with immediate supervisor to receive direction; to provide work related information; with supervisor to receive training and guidance; with other departments, as necessary.

External: Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the Cooperative.

**TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION**  
**KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION**

**ENGINEERING SPECIALIST**

**NOTE:** The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

- A. Ensures all staking and design for line extensions and additions are in accordance with Tri-County EMC's specifications and RUS guidelines
- B. Designs and reviews make-ready engineering plans
- C. Reviews, engineers, and approves all pole attachment requests
- D. Responsible for all joint use and contracts
- E. Secure right of way easements for various projects
- F. Processes and QC work orders
- G. Prepare DOT permits
- H. Prepare staking sheets and related agreements to accommodate joint use of poles and trenches by other utilities in accordance with the agreement with each utility
- I. Ensure accuracy and make corrections as needed to QA/QC existing mapping/GIS database
- J. Work with mapping/engineering to ensure accurate system model for engineering analysis and outage management model
- K. Assist Operations personnel as needed to perform switching and related distribution system functions
- L. Perform all work processes in accordance with applicable safety rules and approved construction specifications
- M. Performs all other duties as assigned