



Job Description

Job Title:	Distribution Designer	FLSA Status:	Hourly/ Non-Exempt
Department:	Engineering & Engagement	Salary Range:	
Position Type:	Full-Time	Reports To:	Manager, Distribution Design

Job Summary

The Distribution Designer is responsible for the field design and staking of overhead and underground secondary and primary line extensions for Cooperative members, applicants, and developers. This role ensures all designs meet Rural Utility Services (RUS) specifications and comply with the National Electric Safety Code (NESC), contributing to the safe and efficient expansion of the Cooperative’s electrical distribution system.

This position serves as a key liaison between design, engineering, operations, and other departments, supporting cross-functional collaboration to deliver high-quality service and infrastructure. The Distribution Designer will participate in a structured **three-year training program** designed to build technical expertise, field experience, and regulatory knowledge. Through this program, the Designer will progressively develop the skills required to perform complex design tasks independently and contribute to the Cooperative’s long-term planning and operational goals.

Cooperative Expectations

We believe that innovation and forward-thinking are key to shaping the future of delivering critical resources. Our continued success depends on the creativity, dedication, and professionalism of our employees—individuals who exemplify our Core Values of **Service, Dependability, Innovation, and Integrity**.

We are committed to fostering a culture of excellence, where employees are empowered to grow, collaborate, and contribute to meaningful work. Just as we strive to provide **5-star customer service** to our members, we also hold ourselves to the highest standards in how we work and support one another.

Key Responsibilities

1. Designs primary feeders, secondaries, and services for overhead and underground installations in subdivisions, master planned communities, non-subdivision areas, system improvements and other projects in accordance with RUS, NESC, and Trico design standards and line extension policy.
2. Draws staking sheets using Trico’s automated staking software and computer aided drafting (CAD) software and can learn future changes, upgrades, and enhancements.
3. Provides technical assistance to applicants/members and contractors/developers related to Trico’s rules, regulations and line extension policy in accordance with Trico’s Electrical Service Requirements.
4. Performs field staking and GPS data collection.
5. Prepares cost estimates for internal and external requests for new line extensions, upgrades, and system improvements.
6. Determines if easement is required for line extensions and prepares appropriate easement drawing.
7. Evaluates and sizes single-phase and three-phase transformers loading for residential, commercial, and

industrial loads.

8. Analyzes designs for pole loading, conductor sizing, guy/anchor loads, and voltage drop/flicker.
9. Reviews photovoltaic system installation applications, including site plans and three-line diagrams, to ensure compliance with Trico's Electrical Service Requirements and Interconnection Requirements.
10. Assists with preconstruction meetings and in coordinating with Trico's construction area through the construction phase as required.
11. Assists with correspondence with governmental agencies regarding permitting, rights-of-ways, subdivision plating approvals, etc.
12. Assists with professional development of New Service Technicians through design training and associated field work.
13. Performs other duties as required and/or assigned.

Qualifications

1. A high school diploma or equivalent plus one year of electric utility distribution design classes, with two (2) years' experience in survey, design, mapping, and related fields within the electric utility industry.
2. A valid driver's license and a satisfactory driving record are required for this position.
3. Proficiency in AutoCAD (version 2020 or newer) is required, with the ability to efficiently create, modify, and interpret technical drawings and design layouts.
4. Familiarity with Automated Utility Design (AUD) software and its application in utility design workflows is preferred.
5. Experience using NISC iVUE software for utility operations, customer service, or engineering functions is preferred.

Knowledge, skills and Abilities

1. Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
2. Strong understanding of industry-specific knowledge (e.g., utility operations, electrical systems, renewable energy technologies).
3. Familiarity with applicable safety standards, regulatory requirements, and operational procedures.
4. Knowledge of project management principles and organizational best practices.
5. Strong analytical and problem-solving skills.
6. Proficiency in relevant software systems and tools (e.g., Microsoft Office Suite, data management platforms, AutoCAD) or the ability to learn such skills quickly and effectively.
7. Effective time management and organizational skills.
8. Ability to work independently and make sound decisions under pressure.
9. Ability to adapt to changing priorities and manage multiple tasks simultaneously.
10. Ability to interpret technical documents, schematics, and reports.



Job Description

Physical Demands and Work Environment

The physical requirements outlined below represent those necessary for an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fulfill these responsibilities.

This position is scheduled to work Monday through Friday. Remote work is not guaranteed and is subject to the discretion of the Department Manager.

This job is performed both in the field, on construction sites, and in a professional office environment. This position requires the ability to move, lift and carry various types of survey equipment. This position includes exposure to environmental conditions (hot, cold, and inclement weather), fumes or airborne particles, running equipment, and loud noises. The position requires the ability to stand or walk for long periods of time and the ability to bend, squat, crouch and kneel. This position requires pushing/pulling, and reaching, the employee must be able to reach overhead, climb ladders, lift in awkward positions, and move consistently on their feet. Lifting is required. Therefore, must be able to bend, lift, and carry up to 25 pounds from the floor to waist to overhead level, and occasionally, lifting and carrying up to 50 pounds from the floor or waist level overhead. The position requires extensive fine finger dexterity, including simple and firm grasping, fine manipulation and repetitive movements using both hands.

The statements contained in this job description are intended to describe the general nature and level of work performed in this role. They are not intended to be an exhaustive list of all responsibilities, duties, or qualifications required. Additional job-related tasks may be assigned as needed.

**Trico Electric Cooperative, Inc.
is an Equal Opportunity Provider and Employer
M / F / VET / DISABLED and a Drug Free Workplace**