



Southwest Tennessee Electric
MEMBERSHIP CORPORATION

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| Job Title: | Locator | FLSA Status: | Non-Exempt/Hourly |
| Reports to: | Manager of Dispatch and GIS | Pay: | Negotiable |
| Training: | Provided | Travel Required: | Occasional travel required |
| Position Type: | Full-Time | Date Posted: | March 30, 2026 |
| Location Type: | In-Office | Posting Expires: | April 10, 2026 |
| Locations: | STEMC – Jackson, 1590 Highway 70 E, Jackson, Tennessee STEMC – Henderson, 105 S. Frankline Ave., Henderson, Tennessee STEMC – Brownsville, 1009 E. Main St., Brownsville, TN <i>This position covers the Eastern side of STEMC, which is Jackson, Henderson and Brownsville areas.</i> Preferred office to work out of is Jackson or Henderson. | | |

Applications Accepted By:

EMAIL:

To: atipton@stemc.com
 Subject: Locator – Eastern District

ONLINE:

www.stemc.com/careers

Job Description

POSITION SUMMARY

Provide excellent service to Cooperative members, their contractors, and other area utilities by safety, correctly, and efficiently locating underground utilities.

RESIDENCY REQUIREMENTS:

Must live within one (1)-hour drive per Google Maps from nearest STEMC Office.

ESSENTIAL DUTIES:

1. Thoroughly search for Cooperative’s underground utilities in an area, properly indicate presence by marking with paint and flagging, and completing the necessary closeout documentation indicating the utility locate has been completed.
2. Complete locate requests (tickets) in a timely manner, safely operating a company vehicle to each job site, reading utility prints, contacting members and contractors, using locating equipment to determine location of utilities. Mark area with paint and/or flags that is specified for each utility.
3. Maintain condition of specialized equipment.
4. Assisting Engineering Coordinators with finding faults on damaged underground cables.

5. Meter reading.

EQUIPMENT REQUIREMENTS: (MUST BE ABLE TO EFFECTIVELY USE)

Cooperative vehicle, personal computer, mobile device(s), printer, copy machine, telephone, locating and fault-finding equipment.

SOFTWARE REQUIREMENTS: (MUST BE ABLE TO EFFECTIVELY USE)

Web browser, e-mail, word processing, and spreadsheet software

EDUCATION DEGREES, CERTIFICATES, LICENSES, AND/OR TRAINING:

Required:

- High School Diploma or equivalent

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

Required:

- Ability to establish and maintain professional working relationships with employees internally and members, contractors, and other utilities externally.
- Ability to effectively and professionally perform multiple tasks simultaneously.
- Ability to meet deadlines under pressure.
- Ability to read and comprehend.
- Ability to perform functions used in basic math.
- Ability to interpret maps and/or staking sheets.

Preferred:

- Knowledge of electric distribution facilities.

PHYSICAL REQUIREMENTS: (MUST BE ABLE TO):

Extend neck to look above, down and side to side; use both hands and fingers; sit/stand for long periods of time; walk long distances and on uneven terrain; maintain arm-hand steadiness; lift and carry weights of up to 50 pounds for 20 feet; and push and pull weights up to 100 pounds.

WORKING CONDITIONS (MUST BE ABLE TO):

- Work 40 hours per week, more if required.
- Respond immediately to 24-hour call-out and work overtime as needed, including weekends, nights, and holidays.
- Work outside in inclement weather, including temperature extremes.
- Work with some exposure to elevated noise from equipment such as power tools.
- Work with some exposure to hazards including electrical, mechanical, insects, spiders, snakes, dogs, and other animals.
- Work with exposure to hazardous materials including PCBs, waste oil and other chemicals.
- Drive throughout the Cooperative's service area.

BENEFITS:

Full-time employees will receive an excellent benefits package, including health, dental, life, and long-term disability insurance, as well as 401(k) participation, paid vacation, sick leave, and holidays

IMPORTANT:

This position description is not intended to be all-inclusive; other duties may be required as assigned. STEMC reserves the right to revise this position description as needed. This position description does not constitute a written or implied contract of employment.

Employment is contingent upon successful completion of employment authorization verification under Tennessee law.

Southwest Tennessee Electric Membership Corporation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.

Southwest Tennessee Electric Membership Corporation participates in Tennessee's Drug-Free Workplace Program. Applicants will be required to submit to pre-employment drug testing.

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| Effective Date | 09/12/2018 |
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