

ENGINEERING MANAGER

High West Energy Companies

(High West Energy, Inc., High West Wiring and High West Digital Solutions)

1 POSITION SUMMARY:

Responsible for all engineering functions of the Cooperative including, but not limited to, management of the Engineering Department. This person serves as a member of the Staff Leadership Team.

2 ESSENTIAL DUTIES AND TASKS:

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- c) Helps to keep our strategic plan aligned with our mission, vision and core values.
- d) Exhibits excellent member service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- e) Follows all company safety rules, policies and procedures.
- f) Responsible for designing and planning the electric utility system of the Cooperative to assure efficient and reliable electric service at the lowest reasonable cost, consistent with good engineering and business practices.
- g) Coordinate with the power supplier when planning studies that indicate changes in substations transmission lines, or when the power supplier requests data for their planning studies.
- h) Responsible for development of reports, studies, departmental budgets and other documents required, including but not limited to: Construction Work Plans, Long Range Plans, Borrowers Environmental Report, Sectionalizing Studies, Power Requirements Studies, engineering portion of cost of service studies, and other feasibility studies.
- i) Maintain a working computer model of the electric power delivery system for: calculating voltage drop during peak and off-peak times; placing capacitors as needed for efficient operation; determining overcurrent protection locations and capacities; studying load flows, determining the effect of large motors on the line; and other purposes as needed.
- j) Work with members on power needs, including questions regarding wire and motor size, overcurrent protection, changes as the members' power requirements change, etc.
- k) Assist with the operation and maintenance of the advanced metering infrastructure (AMI) regarding data gathering and retrieval.
- l) Assist with the development of appropriate rate schedules to properly reflect recovery of costs associated with service to the various classes of users.

- m) Assist with the administration of pole inspection programs, transformer testing, right-of-way acquisitions, joint-use contracts and interaction with attaching entities, etc.
- n) Responsible for management of the work order area of the Cooperative.
- o) Provides on-going training as needed for employees of the Cooperative and the general public.
- p) Responsible for all departmental verbal and written communication.
- q) Promotes positive member relations by overseeing the department's responsibilities toward the public, while remaining in compliance with Board and operating policies of the Cooperative.
- r) Manages all employees in the Engineering Department. Is responsible for the overall direction, coordination, and evaluation of this unit.
- s) Manages and otherwise directs the activities of the Engineering Department by being available for questions and giving information to other department's employees to insure a comfortable, knowledgeable, and confident working department.
- t) Carries out supervisory responsibilities in accordance with the Cooperative's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including termination; addressing complaints and resolving problems.
- u) Attends meetings, special courses and seminars to facilitate training, keep informed and stay abreast with current industry trends. This may require occasional travel from the area.
- v) Participates in general staff meetings, strategic planning, and other internal meetings as directed.
- w) Provides department activity reports as needed.
- x) Serves on committees, organizations, agencies and groups as may be applicable to departmental functions, or as may be directed by the CEO/General Manager.
- y) Responsible for effective and efficient cross-departmental verbal and written communication.
- z) Must have the ability to organize work and files, and to work independently.
- aa) Helps Staking Engineers with drawing and preparing staking sheets.
- bb) Helps Staking Engineers estimate the line cost for the power line extension and prepares proposals.
- cc) Helps Staking Engineers with determining and securing the necessary right-of-way and permits for distribution lines and service facilities to insure that the Cooperative's facilities are constructed in the proper location.
- dd) Helps dispatch as needed; especially when outages occur.

- ee) Investigates and resolves consumer inquiries related to engineering functions to promote customer understanding and assure fair treatment.
- ff) Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives plans and programs; and of rural electrification in general.
- gg) Perform other duties as assigned.

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed primarily indoors with some need to work outdoors for special projects. Indoors, work is typically performed in the office sitting at a desk or table. The position is required to operate a cooperative passenger vehicle.

4 PHYSICAL REQUIREMENTS (IF ANY):

Must be able to see, walk, hear and speak. Intermittent standing, stooping, bending and walking. Lifting objects up to 50 pounds may be required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:

- a) Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- b) Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- c) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- d) Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- e) Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- f) Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- g) Ability to effectively present information to top management, public groups, and/or board of directors.
- h) Must possess knowledge of all aspects of RUS utility plant construction.
- i) Must possess knowledge of the National Electrical Safety Code, RUS drawings and specifications, and list of acceptable RUS material.
- j) Should possess, or develop within one year, an understanding of the Cooperative's Board Policies, Rules and Regulations, Bylaws, and Articles of Incorporation.

- k) Must be able to deal discreetly with confidential information.
- l) Computer skills with application knowledge of spreadsheet, database structures, word processing and distribution system load-flow/short circuit analysis programs is required, or is to be obtained within one year from date of acceptance of position.
- m) Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation.
- n) Must have demonstrated ability to effectively organize, delegate and supervise employees.

6 MACHINES, TOOLS, EQUIPMENT:

Tools and equipment typically used include computer, tablet, smart phone and basic office equipment. Hard hat and flame retardant clothing also required when needed.

7 QUALIFICATIONS:

- a) Bachelor's degree (B. S.) in Electrical Engineering or equivalent from an accredited four-year college or university.
- b) Valid driver's license.
- c) Wyoming Professional Engineer License to be obtained within two years of employment.
- d) Successful performance on pre-employment tests may be required.
- e) The incumbent must be able to pass any required drug test and new hire physical examination.

8 REPORTS TO:

CEO/General Manager

9 DIRECT REPORTS:

Staff Engineers, Staking Engineers, Engineering Aides, Dispatcher, Electronic Mapping Specialist, Work Order Clerk, and Engineering Assistant.

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

Updated 4/18/2018