

ENGINEERING/OPERATIONS ASSISTANT

High West Energy Family of Companies

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

1 POSITION SUMMARY:

Provide efficient, accurate and confidential administrative support to the Engineering and Operations Departments.

2 ESSENTIAL DUTIES AND TASKS:

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- c) Exhibits excellent member service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- d) Assist in maintaining the security of the company's assets and data from hazards, including physical and cyber.
- e) Works with Staking Engineers on ROW access, permitting, proposals for new electric service and filing.
- f) Investigates and resolves consumer inquiries related to engineering and operations functions to promote customer understanding and assure fair treatment.
- g) Enters power supply information into spreadsheet format for analysis by the Engineering Manager.
- h) Prepare outage reports for analysis.
- i) Compile data for the loss analysis.
- j) Prepares, sends and files correspondence with members and partners for Operations and Engineering.
- k) Prepares monthly, quarterly and annual reliability reports for Operations and Engineering.
- l) Send and receive contracts and file in the electronic Contract Management system.
- m) Tracks and reports on miles of line by county and state.
- n) Type and process proposals.
- o) PCB inventory.
- p) CIAC billing and receiving.
- q) Complete irrigation Survey (TS and NREA).
- r) Process rebates.
- s) Handle High Load calls and paperwork.
- t) Assist with gathering bids.
- u) Call in Locates.
- v) Performs Transformer Inventory entry as needed.

- w) Provides Pole Inspection administration.
- x) Provides Line Patrol administration.
- y) Handles Transportation/IFTA.
- z) Compile data for Fleet analysis.
- aa) Process Federated Insurance Claims.
- bb) Helps fellow engineering and operations staff setting up appointments and making travel arrangements.
- cc) Completes and submits required cooperative, RUS, and other reports to the Member Service Manager concerning staking operations, materials, and equipment.
- dd) Assist with dispatching and phone calls.
- ee) Pick up mail daily.
- ff) Performs other duties as assigned.

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk. Work performed outdoors, weather may be extreme, and exposes employee to a noisy environment. Must be able and willing to work irregular hours and some overtime required. Operate any Cooperative passenger vehicle and maintain a valid driver's license.

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) Must be physically and mentally able to safely function in all aspects of this position.
- b) Education – Two-year college degree is desirable, preferable in administrative or engineering related field. High school or vocational school graduate with technical majors, together with favorable experience, will be evaluated to determine equivalency to or in lieu of a degree. Additional technical related courses are desirable.
- c) Experience – Minimum of 5 years' experience in administrative or technical field.
- d) Must be dependable, courteous, and friendly.
- e) Must be able to work with people easily and consider customers' concerns.
- f) Must be able to communicate effectively both in written format and verbally.
- g) Must be able to communicate using two-way radio according to FCC rules and regulations.
- h) Must have basic knowledge and use of computers and data terminals; GPS experience a plus.
- i) Must be able to understand and use electronic spreadsheets, word processing and other programs/equipment, including computer programs, provided by the employer now and in the future.
- j) Must have, or be able to acquire before date of hire, and maintain a valid driver's license.

- k) Must be able to competently perform calculations applying principles of algebra, geometry and trigonometry.
- l) Must be able to perform drafting (mechanical and computer aided) lettering, and mapping duties commensurate with high standards of quality, accuracy and neatness.
- m) Must be able to interpret and apply RUS bulletins and guidelines and interpret property descriptions.
- n) Must be able to perform 'one-call' work on an on-going basis, when directed.

6. MACHINES, TOOLS, EQUIPMENT:

Tools and equipment typically used include: computer and basic office equipment.

7. QUALIFICATIONS:

- o) High school diploma or GED equivalent. Vocational/Technical school degree or two years of college level courses in technical field desired. A minimum of two years of utility experience may be substituted for some educational requirements.
- p) Successful performance on pre-employment tests may be required.
- q) The incumbent must be able to pass any required drug test, new hire physical examination, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

8. REPORTS TO:

Engineering Manager

9. DIRECT REPORTS:

None

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.

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We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual orientation/Gender identity.