

## **OPERATIONS ASSISTANT**

High West Energy Family of Companies

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

### **1 POSITION SUMMARY:**

Provides efficient, accurate, and confidential administrative support to the Electric Operations Team, Safety Committee, and Engineering Department.

### **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 customer service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- d) Operation Department job duties:
  - a. Maintains a central filing system for documents necessary for the Operations Department such as PSC filings, safety records, etc.
  - b. Assists with preparation of the annual budget for the department.
  - c. Ability to communicate and cooperate with co-workers and members.
  - d. Track training for the department and reserve hotels and flights.
  - e. Schedule meetings.
  - f. Handle high load calls and paperwork.
  - g. Compile and interpret data for analysis as directed.
  - h. Records locates on FEWAFB for the co-op's Locator/Collector.
  - i. Calls in locates for the HWW Operations Scheduler.
  - j. Track allowances, order FR clothing and take for embroidering, in coordination with Border States.
  - k. Rubber goods tracking.
  - l. Insurance calls.
  - m. Fire extinguisher and AED inspections in all service centers and vehicles.
  - n. MSDS filing.
  - o. Back-up for time ticket approvals.
  - p. Work with Inventory Supervisor for small tool requests.

- e) Safety Committee job duties:
  - a. Organizes, schedules and records safety meetings.
  - b. Develop safety meeting rosters and track participants.
  - c. Record lost time accidents.
  - d. Check and keep first aid kits current and up to date.
  - e. Track company vehicle and keep paperwork organized.
  - f. Responsible for new employee contact.
  - g. Coordinate monthly drug tests.
- f) Engineering job duties
  - a. Compile outage reports.
  - b. Back up dispatching duties.
  - c. Conduct PCB tracking and paperwork.
- g) Participates in annual meeting and other co-op functions as required.
- h) Performs all other duties as assigned.

### **3 WORKING/ENVIRONMENTAL CONDITIONS:**

Work is performed indoors and is typically performed in the office sitting at a desk or table in the operations department. Must be able to operate Cooperative passenger vehicle.

### **4 PHYSICAL REQUIREMENTS (IF ANY):**

Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires sitting most of the time, but could include standing, climbing, bending, pulling and reaching. Requires good finger dexterity, repetitive motions with hands and fingers. 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) Two years of experience working in the electric cooperative environment is desired.
- b) Attention to detail, organization and good oral communication skills required.
- c) Must be able to use office equipment such as two-way radio, computer, keyboard, copier, printer, etc.
- d) Must have knowledge of Microsoft Windows and Microsoft Office. High level of general math skills desired.

- e) Must be willing to attend courses relating to his/her area of work and may need to be available for work after normal office hours.

**MACHINES, TOOLS, EQUIPMENT:**

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

**6 QUALIFICATIONS:**

- a) High school diploma or equivalent required. Graduation from vocational/technical school or university in business administration, business management or a similar field is desired. Successful performance on pre-employment tests may be required.
- B) The incumbent must be able to pass any required drug test and new hire physical examination. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

**7 REPORTS TO:**

Electric Operations Manager

**8 DIRECTS:**

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.

Updated 7/21/17