

CORDOVA ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

POSITION TITLE: STAFF ENGINEER / PROJECT MANAGER
DEPARTMENT: ADMINISTRATION

Last Reviewed: November 2021
Classification: FLSA Exempt
Reports To: Chief Executive Officer
Supervisory Responsibilities: Supervises Staking Tech/Warehouseman
Pay Grade or Range: DOE
Position Type: Full-Time
Schedule/Hours: 8-hour 5-day weekly work schedule
Expected to work when required outside of normal hours

This is an exempt position under the supervision of the Chief Executive Officer (CEO). The incumbent is to guide or assist in the engineering and project management activities of the Cooperative by applying technical knowledge, sound engineering judgment, and skill to ensure that the electrical system and assigned projects meet present and future requirements and are rendering safe, effective, and dependable service in accordance with established objectives, policies, and plans.

In addition to the knowledge and understanding of engineering and project management principles, the position requires an individual who regularly exercises a high degree of emotional and professional ability to manage multiple demands in a stressful environment. The position requires an individual who can speak publicly and occasionally travel to remote locations in difficult and extreme weather and terrain.

I. ESSENTIAL FUNCTIONS

- A. Supervises and provides project, engineering, and field data to the Staking Tech/Warehouseman to aid in the maintenance of information system databases and maps.
- B. Identifies and recommends grid design, organizational and operational improvements, and the necessary policy, Tariff, and technical modifications necessary to implement them.
- C. Consults grid modernization policies, architectures, and strategies to develop a smart grid platform for CEC including generation, transmission, distribution, and utilization.
- D. Prepares cost estimates for internal CEC projects and programs and for customer requested work.
- E. Receives applications for new electric projects including large or technically complex services and discusses the location and needs for electric and other services with the applicants. Meets with members on preparation of work orders.
- F. Prepares or supervises the preparation of staking sheets on extensions, relocations, retirements, and upgrading of electrical generation, transmission, or distribution facilities.
- G. Assesses damaged or requested relocation of distribution lines for repairs, upgrades, or reconfiguration.
- H. Assures acquisition of right-of-way easements and regulatory permits as needed for assigned projects.
- I. Inspects completed projects for compliance with performance contracts, CEC specifications, safety requirements, and other CEC criteria as outlined in project scopes to be approved by supervisor.

- J. Provides project and engineering support to cooperative's management and construction personnel during the various phases of projects. Provides engineering and project management support to other departments when requested.
- K. Evaluates CEC's electrical system on a continual basis to assure that the requirements for new, increased, or future loads and grid functionality are met. Determine when major system improvements should be made to ensure adequate, dependable, and efficiently delivered energy and interoperability with customer or partner equipment and facilities.
- L. Perform routine engineering functions including transformer sizing and loss evaluations, wire capacity assessments, and grid integration of large power and industrial customers. Prepare equipment and material bid specifications for assigned projects. Work with the Staking Tech/Warehouseman to maintain system mapping and engineering data and in the purchasing of equipment.
- M. Develop and implement an advanced metering infrastructure platform to assure accurate revenue metering and functional smart grid interoperability.
- N. Recommend, procure, and administer projects including, but not limited to, grid architecture improvements, smart power, water, and heat production and use.

Employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable an employee with a disability to perform the essential functions of the job, absent undue hardship.

The above items are not intended to be all-inclusive of essential functions or requirements of this type of work as they are subject to change based on operating necessity of the utility.

II. QUALIFICATIONS

Qualified candidates for this position will have the relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

Required Qualifications/Experience:

- A. Bachelor's Degree.
- B. A valid State of Alaska driver's license, or ability to obtain one within 30 days of employment.

Preferred Qualifications/Experience:

- A. Bachelor's Degree in engineering or related technical field; Electrical Engineering preferred.
- B. Alaska Professional Engineering license, or ability to obtain one within one year of hire.
- C. Experience with a distribution/transmission utility using project management and practical application of skills.

Required Knowledge, Skills, and Abilities:

- A. Knowledge and application of basic engineering and project management principles, including specification and coordination of equipment and vendors.
- B. Working understanding of project management and engineering principles, concepts, and practices.
- C. Read maps, specifications, staking sheets, blueprints, and complex diagrams.
- D. Read and understand newspapers, periodicals, journals, and manuals.
- E. Speak or signal with people to convey or exchange information.
- F. Exercise good judgment by selecting, using, and adjusting body parts, tools, or work aids to work, move, guide or place objects or materials accordingly.

- G. Accurately and quickly proofread documents prepared by Cooperative supervisory, managerial, and professional personnel to make quick and accurate modifications where needed, and to produce staking sheets, reports, word processing materials, spreadsheets, and other materials common to an electrical cooperative at a professional level.
- H. Must have the ability to read detailed information from printouts, computer screens, or other printed or written materials in English. Must have the ability to write detailed information in English. Working knowledge of personal computer applications including database, spreadsheet, word processing, and computer-aided drafting is required.

The requirements listed in this job description are not intended to be all-inclusive, as the employee will also be required to perform other business-related duties as assigned by the immediate supervisor and other management personnel.

III. ADDITIONAL DUTIES & RESPONSIBILITIES

Incumbent must be able to do the following:

- A. Learn and apply applicable RUS and CEC policies, procedures, and regulations.
- B. Possess a high level of confidentiality.
- C. Participates in CEC safety meetings.
- D. Work independently and with minimum supervision.
- E. Organize work and meet deadlines.
- F. Develop a knowledge of current federal, state and local laws as they relate to this position.
- G. Effectively communicate information verbally and in writing.
- H. Establish and maintain a positive effective working relationship with all employees, the general public, and project vendors and consultants in an efficient and effective manner.
- A. Follow all OSHA and other applicable safety standards and perform the duties of this position in a safe and efficient manner.
- B. Inspect work after completion to make certain it has been done properly and in accordance with applicable specifications and codes.
- C. Accept responsibility for the accuracy of completed work.
- D. Be able and willing to work irregular hours or long continuous periods of times to meet the needs of the Cooperative when they arise including callout duties for outage response.

IV. PHYSICAL AND OTHER DEMANDS

Cordova is an isolated, remote town, inaccessible by road, and subject to extreme weather. Candidates must be prepared for living and working in this location.

Physical Demands:

- A. Requires traversing over uneven ground and around obstacles while carrying equipment and materials under a wide variety of weather conditions.

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Stay Stationary	Up to 8 or more hours a day	Meetings/Office work
Move/Traverse	Up to 8 or more hours a day	Site visits/inspections
Lift/Transport	Occasional	70 pounds
Ascend/Descend	Occasional	Ladders/stairs

Work Conditions:

- A. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below -10 degrees (Fahrenheit), large amount of snow, long periods of darkness, etc.).
- B. Outside conditions may include exposure to seasonal pollen, bee stings, insect bites, and wild animals.
- C. Must be able to work long hours in stressful conditions when restoring power during storms or other outages.
- D. Must be able to travel to remote work locations, using light planes, boats, snow machines, and other methods of transportation, sometimes under hazardous conditions.
- E. May require sleeping in locations without beds and preparing own meals in locations that lack amenities common to commercial public accommodations.

V. SIGNATURES

CEC reserves the right to revise or change position duties and responsibilities with or without notice. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description:

Employee

Date

CEO

Date