



## Internal/External Job Posting

<b>Job Title:</b> Dispatch Coordinator	<b>Posting Time Frame:</b> June 15, 2026 - until filled
<b>Reports To:</b> Engineering Manager	

The following position will be posted internally and externally until it is filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at [www.highwest.coop](http://www.highwest.coop). This position is based in Pine Bluffs, WY.

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### POSITION SUMMARY:

The Dispatch Coordinator is responsible for coordinating and maintaining the schedule of all operations to ensure efficient communication of processes and work.

### ESSENTIAL DUTIES AND TASKS:

1. Exudes our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates High West Energy's mission, goals, and strategies while serving the cooperative.
3. Exhibits excellent customer service externally with members/customers and internally with High West Energy employees (cooperation, timely paperwork, etc.).
4. Assist in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Coordinates with the Dispatcher and Operations to ensure crews are dispatched as needed for outages and daily work assignments
6. Responsible for mapping updates within the work order process to ensure accuracy.
7. Investigate and resolve consumer inquiries related to engineering functions or scheduling of work, as needed.
8. Responsible for maintaining transformer oil test records.
9. Assist the engineering department with data collection and reporting information to local, state, and federal organizations.
10. Collaborate and assist with workflow items with all departments to ensure a smooth process.
11. Assists with monitoring the High West Energy electrical system.
12. Assists with analyzing and preparing engineering service orders to provide adequate and timely service to members.
13. Supports the Staking Engineers on Right-of-Way access, permitting, proposals for new electric service, and filing.
14. Assists with easement administration and coordination, as requested.
15. Performs other duties as assigned.

## **WORKING/ENVIRONMENTAL CONDITIONS:**

Administrative Indoor Environment: Employees perform tasks primarily while sitting or standing at a desk, and occasionally outdoors across the entire building and grounds.

Operational Outdoor Environment: Employees perform both indoor and outdoor tasks. Indoors, work typically involves office tasks, such as sitting or standing at a desk or table. Outdoors, employees may face extreme weather conditions, noise exposure, vibrations, electrical shock risks, emergency climbing, and exposure to machinery and moving parts. This position requires operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West Energy employee shall:

- Adhere to the High West Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Energy's Safety Meetings as assigned.
- Comply with all National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Public Service Commission (PSC), and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Take responsibility for their safe work practices and the safety of others.

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

Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 25 pounds unassisted. Lifting objects over 25 pounds assisted may be required. Reasonable accommodations may be made to those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.

## **SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:**

- Successful performance on pre-employment tests may be required.
- The incumbent must be able to pass any required drug tests, alcohol tests, new hire physical examinations, and background checks.
- The incumbent must maintain the confidentiality of any information s/he encounters.
- Willing to learn and train on unfamiliar duties and tasks.
- Must be dependable, courteous, and friendly with co-workers and customers, efficiently addressing their concerns.
- Must communicate effectively both in written format and verbally.
- Must communicate using two-way radio according to FCC rules and regulations.
- Must have basic knowledge and use of computers and data terminals. GPS experience is a plus.
- Must understand and use electronic spreadsheets, word processing, and other programs/equipment, including computer programs, provided by the employer now and in the future.
- Must be able to interpret and apply RUS bulletins and guidelines and interpret property descriptions.
- May be required to work outside of normal hours during large storms and outages.

## **MACHINES, TOOLS, AND EQUIPMENT:**

Tools and equipment could include, but are not limited to:

- Electronic devices, essential office equipment, and various hand tools.

**QUALIFICATIONS:**

- High school degree or equivalent is required
- Minimum of 5 years of experience in utility or dispatch is preferred.
- A two-year or four-year college degree is desirable, preferably in an administrative or engineering-related field. Additional technical-related courses are desirable.

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

❖ **The Company reserves the right to revise and alter this job description as needed.**

**We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.**