



Internal/External Job Posting

Job Title: Electric Operations Manager	Posting Time Frame:
Reports To: CEO/General Manager	January 9, 2023 – Until Filled

The following position will be posted internally and externally until filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be emailed to employment@highwest.coop. Applications may be downloaded from our website www.highwest.coop. This position is based in Pine Bluffs, WY.

POSITION SUMMARY:

Manages and supervises the daily operation, maintenance, and construction of the electric distribution system and ensures that member requests are handled in the most efficient manner according to established policies and procedures. This position is a member of the Leadership Team.

ESSENTIAL DUTIES AND TASKS:

1. Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
2. Communicates our mission, goals, and strategies.
3. Helps to keep our strategic plan aligned with our mission, vision, and core values.
4. Exhibits excellent member service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.), including providing leadership and direction that will prompt high morale, job satisfaction, and team effort.
5. Manage and assign the daily activities of line crews, including daily review with Crew Foremen to discuss the upcoming activities.
6. Organize resources needed by the utility operations personnel (including proper tools, equipment, training, etc.), so they may exhibit great performance.
7. Develop and implement an inspection program for overhead lines and underground lines that meet PSC regulations, perform an annual review of associated policy and submit recommendations for policy revision.
8. Assist the Engineering department with the annual pole inspection program.
9. Oversee electric operations contractors performing work on the system, including scheduling and resource allocation recommendations with direct coordination with the Engineering Department.
10. Preparation of the Operations Budget, including adherence to the approved budget throughout the year.

11. Ensure work is completed in a timely and efficient manner (service orders, work orders, maintenance, locates, collections, inventory, purchasing, etc.).
12. Inspect work activities at job sites for efficiency, safety and compliance to regulations, as needed.
13. Facilitate strong communications within the department as well as throughout High West Energy.
14. Constantly work on improving all processes that touch the operations department and all other departments, focusing on emerging technologies and industry standards.
15. Appraises the performance of department personnel by providing coaching, training, and counseling.
16. Provides backup dispatch duties as needed or requested by Engineering.
17. Works closely with CEO/GM and staff on policy suggestions and consistency in communication with all staff.
18. Performs analysis on all departmental functions, which include but are not limited to:
 - a) Outage reports and metrics
 - b) Vehicle Costs according to procurement policies
 - c) Inventory Management
 - d) Trouble tickets
 - e) Voltage functions
 - f) Work orders/Service Orders
19. May act as Facilitator for various meetings or teams, which include but are not limited to:
 - a) Vehicle Team
 - b) New Construction Meetings (with the Manager of Engineering)
20. Schedules fleet maintenance, repairs, and recommends fleet replacement to the CEO/GM.
21. Maintain a transportation fleet that economically meets the safety and efficient operational needs of High West Energy.
22. Keep up-to-date on changes in construction, operations, and maintenance techniques, OSHA standards, and safety protocols.
23. Comply with the rules and guidelines of regulatory agencies such as RUS, PSC, FEMA, etc., and coordinate correspondence and filings as required.
24. Review and approve timesheets.
25. Contract administration for tree trimming.
26. Other responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including termination; addressing complaints and resolving problems.
27. Perform other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed indoors and outdoors and is typically performed throughout the building and grounds, standing and bending. Adverse weather may be encountered while working outdoors. The position is required to be able to operate a company passenger vehicle and maintain a valid driver's license.

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

- Adhere to the High West Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Safety Meetings as assigned.
- Comply with all NESC, OSHA, DOT, PSC, and Federal Motor Carrier regulations.
- Take responsibility for their own safe work practices and the safety of others.

PHYSICAL REQUIREMENTS (IF ANY):

Intermittent sitting, standing, stooping, bending, and walking. Lifting objects up to 50 pounds unassisted may occasionally be required. Reasonable accommodations may be made to those who can perform the essential duties of the job.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- Basic computer skills with experience in Microsoft Office, Word, Excel, PowerPoint, etc.
- Ability to communicate effectively with members, employees, and the general public, orally and in written format.
- Ability to utilize the internet and other computer features to research, compare and review data.
- Must be able to work under pressure during an emergency.
- Provide fair and impartial enforcement of all safety policies and procedures.
- Must be able to exercise discretion and use sound judgment in dealing with employees on confidential information.
- Knowledge of the EPA and PCB regulations.
- Knowledge of PSC Rules and Regulations, HWE Policies, Procedures and By-laws, and RUS Guidelines.
- Successful performance on pre-employment tests is required.
- The incumbent must pass any required drug test, alcohol test, new hire physical examination, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

MACHINES, TOOLS, AND EQUIPMENT:

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

- Computer and basic office equipment.
- Two-way radio.

QUALIFICATIONS:

- High School graduate or equivalency required. A Bachelor's degree in electrical engineering is preferred. A combination of education, training, and relevant experience may be considered as a substitute for formal educational requirements. Must have worked in progressively more responsible positions for five years in operations, engineering, and supervision/management.

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.