



Internal/External Job Posting

Job Title: Electrical Engineer	Posting Time Frame: July 8, 2025 - until filled
Reports To: 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. This position is based in Pine Bluffs, WY.

POSITION SUMMARY: The Electrical Engineer is responsible for assisting with the design, coordination, overcurrent protection, voltage regulation, load balancing, planning, and troubleshooting of the Cooperative's electric power transmission and distribution system including programming, installing, and repairing SCADA-ready electronic field equipment.

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. Assists in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Assists the Manager of Engineering with the development and evaluation of electric distribution system reliability and efficiency studies – including voltage drop, fault current, load balance, arc hazard analysis, long-range distribution planning, and multi-year construction work plans.
6. Assists with the maintenance of the SCADA and communication systems and works with other members of the engineering department to make improvements and updates to those systems.
7. Assists with design and technical support of various system improvements as required, such as new substations, transmission lines, and distribution lines.
8. Assists with system planning studies, conducts load projections and modeling of the distribution system with engineering analysis software.
9. Provides determinations for protection and logic configurations for electronic recloser controls, voltage regulator controls, relays, and other electronic equipment.

10. Performs sectionalizing studies for the complete system, reviews and updates studies to include fuse, recloser, and relaying coordination when additional loads are added to the existing feeders or as needed.
11. Performs protection studies and implements standard procedures for protective setting changes, including protective device coordination.
12. Recommends transformers, meters, regulators, and line protection device specifications.
13. Prepares substation feeder analysis showing all critical attributes of the feeder circuit loading, voltage drop, device coordination, and fault currents using Milsoft Engineering Analysis or current related software, including additions to the system.
14. Assists with the development of material standards and addresses system coordination issues.
15. Assists with the specification of new and/or upgraded member services.
16. Assists in the setup, maintenance, and operation of equipment and controls used by Engineering and Operations, such as recloser controls, regulator controls, electronic relaying, communication systems, etc.
17. Oversees the testing and documents oil spills in cooperative substations.
18. Make necessary interconnection prints and diagrams for new equipment additions and revisions.
19. Assists with training appropriate personnel in operating and maintaining SCADA, outage reporting, and communication equipment.
20. Assist with troubleshooting and diagnosing all power quality issues.
21. Program and troubleshoot regulators and electronic OCRs.
22. Assist with the installation and maintenance of regulators and electronic OCRs.
23. Assist with Demand Response programs, as applicable.
24. Maintains current knowledge and understanding of RUS, NESC, and other applicable standards and regulations to ensure that the Cooperative's distribution facilities are designed and constructed safely and efficiently and in accordance with these standards.
25. Performs other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Administrative Indoor Environment: Employees perform tasks mainly sitting or standing at a desk but, on occasion, outdoors, covering 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, and walking. Ability to lift 25 pounds unassisted. Lifting objects over 25 pounds assisted may be required. Reasonable accommodations may be made for individuals who can perform the job's essential duties, as defined in the "Essential Duties and Tasks" section of this description.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- Successful performance on pre-employment tests may be required.
- The incumbent must pass any required drug tests, alcohol tests, new hire physical examination, and background checks.
- The incumbent must maintain the confidentiality of any information encountered.
- Knowledge and understanding of the NISC GIS/OMS and Milsoft platforms are preferred.
- Proficiency in the use of electrical modeling engineering analysis software.
- Preferred experience in drafting and AutoCAD.
- Preferred system coordination protection experience.
- Knowledge of equipment and methods used in power quality analysis, stray voltage investigation, frequency spectrum, interference investigations, etc., to assist and/or analyze the measurements and investigations.
- Knowledge of all applicable codes, regulations, and standards, including the NESC, NEC, RUS, ANSI, and safety standards.
- Knowledge of electrical system design, construction, maintenance, and operations methods.
- Knowledge of the characteristics of electrical substation distribution and transmission systems.

- Proficiency in all aspects of facility designs, including, but not limited to, a comprehensive understanding of and ability to interpret civil and electrical engineering plans.
- Knowledge of power engineering and planning concepts and industry standards and practices.

MACHINES, TOOLS, AND EQUIPMENT:

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

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

QUALIFICATIONS:

- A Bachelor of Science in Electrical Engineering from an accredited college or university.
- Three to five years of electrical engineering experience in the electric utility industry is required.
- Two to five years of experience in either electric system protection or control systems, planning, GIS, SCADA, and database software are required.
- Professional Engineering (PE) license is preferred.

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.