



## Internal/External Job Posting

<b>Job Title:</b> Engineering Manager	<b>Posting Time Frame:</b> August 27, 2025 - until filled
<b>Reports To:</b> CEO/General 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 must be submitted through our website at [www.highwest.coop](http://www.highwest.coop) to be considered. This position is based in Pine Bluffs, WY.

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### POSITION SUMMARY:

This position is responsible for all engineering functions of the Cooperative, including, but not limited to, management of the Engineering Department, including the Warren Air Force Base (WAFB) contract. 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 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. Responsible for designing and planning the cooperative's electric utility system to ensure safe, efficient, and reliable electric service at the lowest reasonable cost, consistent with good engineering and business practices.
6. Responsible for developing reports, studies, departmental budgets, and other required documents, including but not limited to Construction Work Plans, Long-Range Plans, Borrower Environmental Reports, Sectionalizing Studies, Power Requirements Studies, engineering portion of cost-of-service studies, and other feasibility studies.
7. Responsible for the coordination and administration of the Utility Privatization contract for the WAFB, including design and implementation of all operations and maintenance, and renewal and replacement of the electric plant.
8. Develop and maintain all Joint-Use Agreements.
9. Administers the Cooperative's Right-of-Way Policy.

10. Promotes positive customer relations by overseeing the department's responsibilities toward the public while remaining in compliance with the Board and operating policies of the Cooperative.
11. Manages and otherwise directs the activities of the Engineering Department by being available for questions and giving information to other department employees to ensure a comfortable, knowledgeable, and confident working department.
12. Attends meetings, special courses, and seminars to facilitate training, stay informed, and stay abreast of current industry trends. This may require occasional travel from the area.
13. Participates in general staff meetings, strategic planning, and other internal & external meetings as directed, which may include after-hour events.
14. Provide department activity reports as needed.
15. Serves on committees, organizations, agencies, and groups as may apply to departmental functions directed by the CEO/General Manager.
16. Responsible for effective and efficient cross-departmental verbal and written communication.
17. Must be able to multitask and work independently.
18. Responsible for the engineering department's overall direction, coordination, and evaluation.
19. Carries out supervisory responsibilities in accordance with the Cooperative's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including termination; addressing complaints and resolving problems.
20. Perform 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, 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 pass any required drug and alcohol tests, a new hire physical examination, and background checks.
- The incumbent must maintain the confidentiality of any information encountered.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists.
- Ability to interpret instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Must possess knowledge of all aspects of Rural Utilities Service (RUS) utility plant construction.
- The candidate must be knowledgeable of the National Electrical Safety Code, RUS drawings and specifications, and a list of acceptable RUS materials.
- Should possess or develop, within one year, an understanding of the Cooperative's Board Policies, Rules and Regulations, Bylaws, and Articles of Incorporation.

- Must be able to deal discreetly with confidential information.
- Computer skills with application knowledge of spreadsheets, database structures, word processing, and distribution system load-flow/short circuit analysis programs are required or will be obtained within one year of the position's acceptance.
- Ability to deal with people beyond giving and receiving instructions, such as in a team, supervisory, subordinate, marketing, or counseling situation.
- Must have demonstrated the ability to effectively organize, delegate, and supervise employees.

#### **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's degree in Electrical Engineering from an accredited college is required.
- Five or more years of experience with management or supervisory experience is preferred. Must have a working knowledge of general business principles and practices with the ability to work well with others.
- General knowledge of the electric distribution program is desirable.
  - (a) A Wyoming Professional Engineer 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.**