



Internal/External Job Posting

Job Title: Human Resources Generalist	Posting Time Frame: February 16, 2026 - until filled
Reports To: Employee Services 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:

Assists with the day-to-day operation of the Employee Services Department. Provides administrative support on a wide variety of executive assistance and human resource programs such as benefits, payroll, recruiting, and general employee services.

ESSENTIAL DUTIES AND TASKS:

1. Exude our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates our mission, goals, and strategies.
3. Exhibits excellent member service externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
4. Assists in maintaining the security of the company's assets and data from hazards, including physical and cyber.
5. Assists the Employee Services Manager in accomplishing the department's objectives.
6. Serves as the backup for the Benefits and Payroll Coordinator.
7. Provide administrative support to the CEO/General Manager, including board meeting preparation and recording of meeting minutes.
8. Assist with the nominating process, including maintaining the company's Bylaws and Articles of Incorporation.
9. Responsible for scheduling, booking, and tracking all travel and training for the Board of Directors, CEO/General Manager, and all employees
10. Responsible for taking notes at all safety-related meetings and board meetings.
11. Tracks general clothing, including ordering and ensuring all needed embroidery is completed.
12. Assists with F.E. WAFB badges for all employees.
13. Tracks cell phone charges, assuring proper billing is completed.
14. Assists with hiring, recruiting, and onboarding new employees.

15. Schedule pre-employment physicals, drug, and alcohol testing.
16. Assists with maintaining driver's license records.
17. Assists with the administration of the lineman and electrician apprenticeship programs.
18. Assists with the well-being program.
19. Maintains continuing education and training for all employees. Processes employee training grants through the Department of Workforce Services.
20. Participates in the annual meeting and other co-op functions as required.
21. 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 10 pounds unassisted. Lifting objects over 25 pounds assisted may be required. Reasonable accommodations may be made for those 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 s/he encounters.
- Knowledge of the MS Office Suite.
- Must be able to exercise discretion and use sound judgment in dealing with employees on confidential information.

MACHINES, TOOLS, AND EQUIPMENT:

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

- Computer, basic office equipment, smartphones, tablets, and software.

QUALIFICATIONS:

- High school diploma or equivalent is required.
- Graduation from a vocational/technical school or university in human resources, business administration, or a similar field is preferred.
- Must obtain proper training &/or certifications to have a strong comprehension of human resources.

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.