



## Director of Engineering

Responsible for the design, construction, maintenance, and operation of all electrical system facilities. Manages and directs resources available to the department and ascertains all responsibilities, authorizes, and reporting relationships are understood and reflected in the operations. Develops and recommends to the President/CEO annual and long-range work plans and budgets. Coordinates the Electrical Engineering Department's activities with other departments of the cooperative.

### **Job Responsibilities:**

Within the limits of established policies, procedures and budgets, assumes responsibility and has commensurate authority as delegated by the President/CEO for the following functions:

- Responsible for the design, construction, maintenance, and operation of all electrical system facilities.
- Effectively manages and directs the resources available to the department and ascertains all responsibilities, authorizes, and reporting relationships are understood and reflected in the operations. When making assignments, delegates appropriate authority with the full recognition that they may not be relieved of their overall accountability.
- Develops and recommends to the President/CEO annual and long-range work plans and budgets for construction and maintenance programs, personnel, and equipment.
- Coordinates the Electrical Operations and Engineering Department's activities with other departments of the cooperative with continuing emphasis on the nature of and importance of supportive relationships required for achieving efficient and effective operations.
- Develops procedures, service specifications, and written manuals that provide information and guidance to cooperative personnel for a more efficient operation.
- Assists the Warehouse Coordinator in ensuring material, supplies, and equipment are purchased to construct and maintain the cooperative's distribution and transmission facilities and equipment.
- Develops and maintains detailed material and supply documentation and an inventory control system that accurately reconciles purchasing and sales with packing slips, invoices, and statements.
- Coordinates and assures all permits, easements, licenses, and other correspondence are secured in a timely fashion where required.
- Establishes programs and procedures that meet standards for safety accreditation.

- Periodically performs appraisals of those directed and makes recommendations to the President/CEO.
- Provides reports to the President/CEO that monitors the effectiveness and goals of the department.
- Must have effective knowledge of electric distribution and transmission system design, operation and maintenance, safety practices, and techniques for training electrical operations personnel in work methods and procedures.
- Must have effective knowledge and keep abreast of Occupational Health & Safety, EPA Regulations, National Electrical Safety Code, and other regulations affecting the cooperative's operations.
- Must participate and become certified in cooperative-sponsored Standard First Aid and CPR.
- Must acquire and maintain membership in local, state, or national organizations that support various cooperative programs.
- Attend Board of Director meetings, Board Committee meetings, and other meetings as requested or assigned by the President/CEO.
- Subject to random drug and alcohol testing consistent with DOT regulation and North Western Electric policies.

#### **Education and Experience Specifications:**

A college degree is required with a major in Electrical Engineering. Additional courses in data processing are desirable.

Distribution engineering experience that demonstrates a strong technical ability with an electric utility is desirable.

#### **Skills and Abilities:**

- Must be able to operate computers and various software programs proficiently, including CAD
- Must be able to provide effective leadership, motivate and develop the skills of those persons supervised.
- Must be able to type and operate a calculator proficiently.
- Must be able to communicate fluently and effectively, both written and verbally.
- Must determine priorities, organize work schedules, and direct people effectively.
- Must be able to write neatly and read and interpret written instructions, engineering drawings, plans, and specifications.
- Must be able and have the initiative to work without close supervision.
- Must be able to handle the pressure of meeting multiple deadlines.
- Must have excellent organizational skills.

**Additional Expectations:**

Thorough working knowledge of distribution system design, construction, operations, and maintenance specifications and standards is required. Knowledge of applicable codes, regulations, and standards, national and local, is also essential. Knowledge of budgeting, forecasting, and engineering-related information systems is desirable. Other preferred areas of knowledge include service cost, retail rate design studies, job training, and safety-related regions.

Maintain confidentiality regarding NWECC proprietary information and other department information. Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

**Benefits Package:**

- Paid Time Off (PTO) and Eleven Paid Holidays
- Medical/Rx, Dental, Vision Insurance (available on day one)
- Life, Accident and Long-Term Disability Insurance
- Defined Retirement Plan (company funded)
- 401(k) Plan (3.5% company funded)
- Tuition Assistance