



# INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



<b>Title:</b>	Director of Engineering
<b>Grade:</b>	18
<b>Position Code(s):</b>	012-001
<b>Department:</b>	Engineering – Department 12
<b>Status:</b>	Full Time
<b>Exemption Status:</b>	Exempt (salaried)
<b>Reports To:</b>	Chief Executive Officer
<b>Supervisory Responsibilities:</b>	Full Supervision
<b>Work Location:</b>	Licking
<b>Effective Date:</b>	June 21, 2022
<b>Replaces (Effective Date):</b>	April 19, 2021

**General Summary:** To supervise and direct the activities of the engineering department in functions of engineering that require special training, skills, and knowledge to meet the department and the Cooperatives objectives. To provide information to the Cooperative members and general public regarding plans, activities and programs.

**Essential Job Functions:** *The following job functions are typical for this classification. Incumbents may not routinely perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Directs the activities of the department and performs all supervisory functions required for such direction, including but not restricted to: approval of time (or direct other supervisors); submitting time sheets to accounting; approval of expenditures, coding invoices, appraising performance; updating position descriptions, disciplinary action; recommendations for awards; approval of leave applications and overtime.
2. Develops and maintains an active program of member contacts and provides information and assistance to members and applicants, answering questions, complaints and inquires. Working with members, business, industry, and local, State and Federal agencies to promote and support industrial and commercial development.

3. Develops and recommends to the CEO a Cooperative work plan and operating budget, including capital and expensed needs for the department. Monitors department activities in relation to the approved budget, work plan, day-to-day activities, employee conduct and cooperative policies.
4. Enforces all of the Cooperative's written safety rules and takes disciplinary action when necessary in accordance with established guidelines and/or rules.
5. Maintains the proper regulation and protection of the systems distribution facilities to insure economical and reliable service. Oversees the maintenance of transformers, regulators and sectionalizing equipment.
6. Represents the cooperative at meetings of civic organizations, schools, and governmental agencies regarding technical issues pertaining to the cooperative.
7. Assumes responsibility for teaching and training those employees assigned to his supervision in order to promote proper development of job skills, increased awareness of the technical aspects of the job, and working knowledge of the Cooperative's policies and procedures.
8. Communicates with consulting engineers for the purpose of gaining advice and assistance with regards to completing all items involved in the implementation/completion of the power requirement studies, sectionalizing studies and the construction work plans.
9. Keeps informed of technical developments outside the cooperative through studies of technical literature and attendance at appropriate meetings.
10. Responsible for promptly initiating the design and engineering of all requests requiring overhead or underground construction and effectively oversees the Engineering Staff as they secure all documents and information necessary to perform their departmental responsibilities.
11. Communicates and cooperates with agents of various regulatory and Governmental bodies, other public utilities, and private enterprises on matters of mutual interest; be it advising, assisting, coordinating and gaining approvals, to facilitate the progress of construction and maintenance operations.
12. Ensures all cooperative activities and programs comply with the rules and regulations of OSHA, EPA, DNR and RUS.
13. Directs the acquisition, installation, maintenance and repair of the cooperative communications systems, AMR and Associated substation equipment.
14. Oversees the activities of the material purchasing/warehouses and for specifying and purchasing equipment and material required to effectively support the cooperative's construction and maintenance activities.
15. Responsible for obtaining and recording of new easements necessary to support the Cooperative's construction activities.
16. Schedules periodic work order inspections of completed work orders, verifies that any deficiencies have been corrected and that RUS documentation for work order accomplishment and Special Equipment purchases have been properly completed and submitted as required.
17. Responsible for coordinating and prioritizing design of system improvement projects identified in the Cooperatives Construction Work Plan. Assigns design/staking activities to department personnel or consultants utilized by the cooperative.

18. Serves as a technical liaison between the Cooperative and other entities such as Sho-Me- Power regarding future Cooperative construction and maintenance concerns related to providing an efficient and reliable distribution system.

### **Job Requirements:**

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

1. Requires a bachelor's degree in engineering, engineering technology, or in a related field and four years electrical distribution design and construction experience. Four years of electrical design and construction experience can be substituted for the education requirement. A strong background in math, effective computer use, and knowledge of electrical line construction will be required.
2. Requires knowledge and utilization of Microsoft Office software, spreadsheets, GIS software, mobile devices and familiarly using database tables and associated applications.
3. Requires knowledge of surveying principles and property rights.
4. Requires experience preparing and working with easements and permits.
5. Requires successful completion of a pre-employment drug screening.
6. Requires successful completion of a pre-employment physical examination.
7. Requires successful completion of a pre-employment background check.

#### **Supervisory:**

1. Direct supervisory responsibilities for Engineer, Purchasing Agent, Technicians, Warehouse Staff, Dispatchers, Metering Coordinator and Staking Engineers.

#### **Certificates, Licenses, Registrations:**

1. Must have a valid driver's license.
2. Professional Engineer registration preferred.
3. Must obtain a valid Class E license within 30 days of hired.

#### **Preferred:**

1. Previous supervisory experience preferred.

#### **Skills, Knowledge and Abilities:**

1. Demonstrates an attitude of public service and gives advice and assistance to foster goodwill between the cooperative and its members and prospective members.
2. Demonstrates ability to prepare and analyze statistical data.
3. Demonstrates ability to resolve conflicts fairly.
4. Demonstrates ability to prioritize and manage more than one problem at a time.
5. Demonstrates strong understanding of computers and computer programs.
6. Demonstrates excellent skills in organizing projects and workload.
7. Demonstrates diplomacy and tact in dealing with supervised staff and members.
8. Demonstrates the ability to effectively use logic as a problem-solving tool.
9. Demonstrates strong and effective cost controls.
10. Demonstrates clear and direct communication with others.
11. Demonstrates current knowledge of the National Electrical Safety Code, National Electrical Code, and construction specifications and standards applicable to the assigned duties of the position.

#### **Physical Demands:**

1. Ability to lift/carry 30-50 pounds occasionally (less than 33% of the time).
2. Ability to lift/carry 15 pounds frequently (34%-100% of the time).
3. Ability to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force more frequently.
4. Sufficient physical ability to perform light to moderate lifting; reaching, bending, stooping, kneeling, and crawling; walking, standing and climbing on uneven ground.
5. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
6. Ability to hear in the normal audio range with or without correction.

**Work Environment:**

1. While performing the duties of this job, the employee will be exposed to outside weather conditions about 35 percent of the time; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually light.
2. Job may require occasional overnight travel for training.