



# INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



|                                      |                             |
|--------------------------------------|-----------------------------|
| <b>Title:</b>                        | Lead Operations Technician  |
| <b>Grade:</b>                        | 12                          |
| <b>Position Code(s):</b>             | 012-003 – 012-004           |
| <b>Department:</b>                   | Engineering – Department 12 |
| <b>Status:</b>                       | Full Time                   |
| <b>Exemption Status:</b>             | Non-exempt (hourly)         |
| <b>Reports To:</b>                   | Director of Engineering     |
| <b>Supervisory Responsibilities:</b> | Direct Line Supervision     |
| <b>Work Location:</b>                | Licking                     |
| <b>Effective Date:</b>               | March 25, 2024              |
| <b>Replaces (Effective Date):</b>    | April 19, 2021              |

**General Summary:** Under the direction of the Director of Engineering, the Lead Operations Technician is responsible for addressing line maintenance activities on primary lines, including regulating equipment, substation equipment, circuit breakers, capacitor banks, relays, load control equipment and system test equipment. The Lead Operations Technician is also responsible for the production and quality of subordinates; determining work assignments, priorities and procedures; approving leave requests; and providing input to the Director of Engineering on subordinates' performance.

**Essential Job Functions:** *The following job functions are typical for this classification. Incumbents may not 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. Schedules and directs the daily activities of the crew in accordance with all RUS, OSHA, DOT, and other applicable laws and regulations; including but not limited to the installation, repair, cyclic maintenance, and/or calibration of cooperative line equipment, including circuit breakers, automatic circuit reclosers, voltage regulators, capacitor banks, and all other applicable devices that ensure a reliable electrical distribution system.
2. Responsible for the installation of electronic control/monitoring equipment. Collects and analyzes data regularly to evaluate the operation of the electrical distribution system, troubleshoot problems and prioritize maintenance activities.
3. Monitors and evaluates load imbalances at major sectionalizing points and performs load balancing to maintain and/or improve the efficient and proper operations of the electrical distribution system.

4. Investigates and addresses member inquiries regarding power quality issues, such as stray voltage, interference, voltage fluctuations, line blinks and service interruptions.
5. Responsible for troubleshooting and repair of substation equipment associated with the cooperative automatic metering reading (AMR) system.
6. Communicates and coordinates distribution substation work with Sho-Me Power and other cooperative personnel.
7. Responsible for reading and recording of relay and control data on substation relays and feeder controls in a monthly basis.
8. Provides oversight of polyphase and single-phase CT metering installations. Performs necessary testing, repairs, and/or calibration necessary to maintain the accuracy of the installation.
9. Coordinates work activities of the crew during outage situations ensuring that all repairs are done in a safe and efficient manner. This includes communicating with the cooperative dispatch center on outages and other system maintenance matters as needed.
10. Assists with construction work plans and system improvements as required while following all applicable RUS guidelines.
11. Responsible in the evaluation, maintenance, and repairs of assigned operations equipment and tools, including vehicles and equipment.
12. Provides training to cooperative field personnel regarding installation, repair, maintenance, and/or calibration of cooperative sectionalizing devices, and distribution line equipment. Provides assistance to construction crews and service lineman, as needed.
13. Responsible for the training and development, work assignments, priorities and procedures, and leave approval of assigned personnel, in accordance with state and federal laws and the cooperative's policies and guidelines. Responsible for providing honest feedback to the Director of Engineering for performance management of assigned personnel.
14. Perform other duties as required and/or assigned.

## **Job Requirements:**

### **Education and Experience:**

1. Requires a high school diploma or equivalent.
2. Requires a two-year degree in engineering, engineering technology, or in a related field and six years electrical distribution design and construction experience. Two additional 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.
3. Requires successful completion of a pre-employment drug screening.
4. Requires successful completion of a pre-employment physical examination.
5. Requires successful completion of a pre-employment background check.

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

1. Must have a valid Class A CDL driver's license.
2. Must have completed an approved electrical lineman apprentice program and is qualified as a journeyman lineman.

### **Preferred:**

1. Prior direct supervisory experience is preferred.

**Knowledge, Skills and Abilities:**

1. Demonstrates technical expertise in utilizing specialized test equipment, including reading and applying technical drawings to electrical distribution systems.
2. Demonstrates expertise in the operation of all hotline tools, power line equipment, including crimpers, saws, tree trimming tools, etc., to operate and maintain electrical system.
3. Demonstrates skills in the areas of planning, controlling, and scheduling functions between engineering, construction, maintenance, purchasing, accounting, and safety areas.
4. Demonstrates skills in determining manpower, material, and equipment needs.
5. Demonstrates the ability to effectively motivate, develop, train, and supervise people.
6. Demonstrates oral and written communications skills, an ability to deal effectively with people, extensive problem solving capability, and good mediation, negotiation, and interpersonal skills.
7. Demonstrates the ability to accomplish a variety of projects simultaneously within established deadlines.
8. Demonstrates skills in the utilization of Microsoft Office and mobile device applications.

**Physical Demands:**

1. Ability to lift/carry 75 pounds occasionally (less than 33% of the time).
2. Ability to lift/carry 11-50 pounds frequently (34%-66% of the time).
3. Ability to lift/carry up to 20 pounds constantly (67%-100% of the time).
4. Sufficient physical ability to perform moderate to heavy lifting; reaching, bending, stooping, kneeling, and crawling; walking, standing and climbing for prolonged periods of time; operating motorized equipment and vehicles.
5. Ability to work with and around heavy construction equipment; work at heights on aerial equipment and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.
6. 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.
7. Ability to hear in the normal audio range with or without correction.

**Work Environment:**

1. While performing the duties of this job, the employee regularly exposed to outside weather conditions; moving mechanical parts; high, precarious places; 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 moderate.
2. Job requires significant physical stamina and endurance.
3. Job will require overtime work.
4. Job will require occasional overnight travel for training.