



OREGON TRAIL ELECTRIC COOPERATIVE JOB DESCRIPTION

Position: Director of Engineering

Department: Engineering

Reports To: General Manager/CEO

FLSA Status: Exempt

Summary

Oversees Engineering, Metering, Substation, GIS, Staking and Regulatory Compliance departments. Responsible for providing reliable and cost-effective power delivery to Oregon Trail Electric Cooperative members through proactive system planning and design. Delivers effective leadership for the Engineering Department in close cooperation with System Operations and associated departments to ensure best in class service to Cooperative members/owners.

Qualifications

1. Bachelor of Science degree in Electrical Engineering and registered as a Professional Engineer in Oregon, or the ability to obtain registration in Oregon within six months, and
2. Seven years of experience in a senior engineering position for an electric utility, five of which must include managing the engineering activities of electrical distribution, rural electric cooperative or similar utility operation. Experience in other business settings will be evaluated for relevance.

Duties and Responsibilities

1. As part of the management team, develop, implement, and manage the Cooperative's strategic mission, vision and objectives.
2. Establish or recommend to the CEO, engineering strategies, objectives and policies for the Cooperative.
3. Prepare and make reports to the Board of Directors as required in areas of responsibility.
4. Direct all approved engineering activities and programs to obtain maximum productivity and effectiveness in the pursuit of strategic and business operational goals.
5. Direct the preparation of the Construction Work Plan, departmental annual planning and budgeting, and other engineering studies to assure adequate system capacity, service

reliability, workplace and public safety, and provide distribution plan capitalization estimates for future planning and load building.

6. Make recommendations to the CEO on tariff, policy and procedures.
7. Establish system performance criteria and review measures thereof to determine consistency with system reliability and power quality goals.
8. Develop and recommend contracts, agreements and required legal documents for consideration by the CEO, legal counsel and the Board of Directors.
9. Review the Cooperative's power line and substation systems for overall integrity and recommend maintenance, upgrades or capital investments, as necessary.
10. Maintain compliance with NESC, NERC, WECC and other applicable standards.
11. Monitor progress and costs incurred in carrying out departmental work plans and budgets; prepare regular reports to the CEO to assure compliance with program goals, budget levels and to serve as the basis for planning.
12. Responsible for providing advice, training and development recommendations to engineering employees as necessary. Ensure safety practices are followed as described in the safety manual.
13. Expand and enhance relationships with engineering firms, contractors, key accounts and other business partners in order to carry out functions of the engineering department and encourage economic development. Recommend changes in these relationships to the CEO.
14. Attend functions, seminars, meetings, and activities essential to the well-being of the Cooperative as required by the Cooperative.
15. Work daily to promote and foster positive work relationships with all managers, supervisors, employees and members of OTEC through consistent communication and keeping the Cooperative's best interest in mind.
16. Maintain a cooperative attitude and uphold organization values.

Special requirements/licenses: Must possess and maintain a valid Oregon driver's license.

Working Conditions

- The job functions will be performed in both indoor and outdoor environments, subject to adverse weather conditions and noise.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions will require work on ladders, structures and equipment.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.
- May encounter the need to work with hazardous materials.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to operate tools, equipment and vehicles associated with the job functions.
- The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, pushing, pulling, bending, climbing, and sitting for extended periods, lifting and carrying and standing for extended periods.
- The work may require performance of moderate manual labor, lifting and carrying up to 25 pounds, climbing ladders and working with equipment at elevated positions in critical situations. Materials, equipment, and supplies will be lifted to and from trucks, equipment, shelves, and the ground.

Disclaimer

This job description has been written to reflect management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Oregon Trail Electric Cooperative reserves the right to revise or change the job responsibilities at any time. This job description does not constitute a written or implied contract of employment.