

Position Description

Date: October 9, 2014
Position Title: Engineer – Level I
Reports To: Director of Engineering Services

Revision Date:	May 2015
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Performance Factors Level:

<i>Safety</i>	2	<i>Innovation</i>	2	<i>Quality Focus</i>	2
<i>Customer Focus</i>	2	<i>Communication</i>	2	<i>Leadership</i>	1
<i>Teamwork</i>	2	<i>Initiative</i>	2		

Time

<i>Development/Learning Curve:</i>	12 months
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Responsible for:

The Engineer is a member of the Engineering Services Team and is responsible for developing and implementing programs in the areas of system electrical capabilities and reliability. These programs are to achieve corporate objectives in assigned areas and meet system standards and goals.

Key Accountabilities & Duties:

Broad Scope

- Provide necessary skills for the effective performance of the activities of the assigned position within policies and procedures.
- Seeks out and makes recommendations for changes needed to improve the operations of the Engineering Services Team as it relates to the position of Engineer.
- Coordinate and cooperate with other personnel in performing assigned responsibilities.
- Observes all Safety Rules and Regulations adopted by the Cooperative.
- Observes work rules adopted by the Cooperative.
- Assist the Director of Engineering Services in planning and implementation of departmental objectives.

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- This position is generally an entry-level engineering role and may lead to more specific roles like System Engineering or Project Engineering.

Specific Focus

- Reviews and conducts research on equipment and materials, the system design and changing system requirements, taking into consideration reliability, cost and best correct engineering practices. This research to include the following studies:
 - Long Range System Study
 - Two Year Construction Work plans
 - Sectionalizing Study
 - Capacitor Study
- Become knowledgeable of RUS engineering related bulletins and regulations, Cooperative policies and Service Rules and Regulations.
- Become proficient in designing transmission, substation, distribution and other facilities that affect the performance of the electric system.
- Analyzes reliability of electrical system and recommends remedial action as required for such problems as frequent outage or blinks, low voltage, etc.
- Maintain up-to-date specifications of electric materials and equipment required for the reliable operation of the electric system.
- Become knowledgeable of the operation and control of the SCADA and Load Management systems.
- Participates in ON-CALL practices as requested.
- Maintains up to date knowledge of ESRI releases and provides functional and technical support to the Engineering GIS Technicians regarding the development of mapping philosophies and practices and how ESRI interfaces to other software systems. These systems deal with items such as Interactive Voice Recognition, Customer Accounting and Engineering databases.
- Become knowledgeable of the Distribution Automation Systems of the Cooperative.
- Become knowledgeable of the Interconnection policies of the Cooperative, including the impact of Distributed Generation Sources on the system.
- Become knowledgeable in the operations of the Dispatch Center and provide dispatch support during major storms or as needed. Become knowledgeable of the Outage Management System.
- Available after hours and during emergency situations
- Attends conferences and schools as requested by the Director of Engineering Services.
- Professional development to include obtaining Fundamentals of Engineering Certification and preparation for Professional Engineer registration.

Direct reports: None



Position Description

Internal Relationships: Shall maintain internal relationships necessary to achieve purpose of position and desired results.

External Contacts: Shall maintain necessary job related external contacts to assure satisfactory results.

Authority: Has full authority to carry out the above responsibilities as delegated by the Director of Engineering Services.

Date Approved

Position Description

Position Specifications for:

Engineer – Level I

EDUCATION – A four (4) year Bachelor's of Science degree from an accredited institution in electrical engineering or equivalent is required.

EXPERIENCE – Three years or less of progressively responsible experience in the planning of an electric distribution system. Knowledge of the operation of power systems is desirable.

KNOWLEDGE – Must have a strong knowledge of computer operations as it relates to file management, engineering data processing, software and hardware interface and program execution as it pertains to the running, changing, storing and managing of various (what ifs) system planning cases/scenarios. Must have a good understanding of basic electrical engineering fundamentals. Knowledge of the National Electric Safety Code and RUS standards is desirable.

ATTITUDE – Must have a positive, open mind and considerate attitude toward the responsibilities of the position. Must be a self-starter. Must have an attitude of neatness, timeliness, orderliness and accuracy toward the job. Must possess a very conscientious attitude toward record keeping. Must be able to handle varied activities simultaneously, applying appropriate weight to each activity to ensure compliance with schedule requirements.

PERSONAL CHARACTERISTICS – Must be of high moral integrity, pleasing personality and possess good personal habits. Must be able to retain information of a confidential nature. Must be able to project a good public image. Must be able to function cooperatively with peers as a team member to meet departmental and system objectives.

ABILITIES AND SKILLS – Must have ability to implement work plans, make sound decisions from observations and carry out instructions. Must possess superior mathematical abilities. Must be able to work under pressure and meet deadlines; as well as, work in harmony with many different personality types. Must be able to work with very little supervision and be proactive in responsibilities. Must possess a strong ability to communicate in both verbal and written form. This position is an entry level engineering position. Advancement will require passing the EIT exam within no more than two (2) years after employment and the PE exam within four (4) years after becoming eligible to take it.

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WORKING CONDITIONS – Normal working conditions and hours of 8:00 a.m. until 5:00 p.m. Some irregular working hours may be required. Must be available for work during adverse weather conditions.

WORK REQUIREMENTS – Must have a valid North Carolina driver's license with a good driving record. All employees assigned to headquarters or non-direct operational positions must make their domicile within one of the nineteen counties served by the Cooperative.

SAFETY - Performs all assignments safely assuring compliance with all Safety related rules, regulations and policies.

EXEMPT STATUS – This position is exempt as defined by the Fair Labor Standards Act as amended.

NON-DISCRIMINATION - EnergyUnited Electric Membership Corporation is an Equal Opportunity Employer. This position shall be filled on the basis of qualification and ability to perform the essential functions of the job and without regard to race, religion, color, sex, age or national origin.