



Position Description

NOTICE OF JOB VACANCY * Thursday, June 1, 2017 *

There is now an opening for the following position and applications are being accepted.

Current employees wishing to apply for this position must forward a completed Employment Application Form to the Human Resources Department. Any others wishing to apply for this position must apply at their local Employment Security Commission office. Applications must be submitted by the date indicated to be considered.

POSITION: Maintenance Coordinator

LOCATION: Statesville, NC

APPLY BY: Thursday, June 15, 2017 at 4:00 pm

A copy of the Job Specifications is attached.

NOTE: All applicants for employment shall be considered and hired on the basis of merit, without regard to race, color, religion, age, sex, national origin, handicap or veteran status. The employment practices of EnergyUnited Propane ensure equal treatment of all employees, without discrimination in rates of pay or other opportunities for advancement because of the employee's race, color, religion, age, sex, national origin, handicap or veteran status. Disabled applicants will be considered and hired, provided the nature of an individual's disability does not prevent him/her from discharging the duties of the position. Reasonable accommodations will be made for an individual's disability, as necessary.

Position Description

Date: June 1, 2017

Position Title: Maintenance Coordinator

Reports To: Director of Technical Services

Revision Date:	
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Performance Factors % Level:

<i>Safety</i>	15	%	<i>Teamwork</i>	15	%	<i>Communication</i>	10	%
<i>Member Focus</i>	5	%	<i>Initiative and Problem Solving</i>	10	%	<i>Accountability/ Stewardship</i>	15	%

<i>Development/Learning Curve:</i>	Time 24 months
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Responsible for:

Assuring maximum results in providing efficient and reliable service in substation construction, operations and maintenance, standby generators, distribution equipment, and substation and mobile communications systems.

Key Accountabilities & Duties:

Broad Scope

- Provide the specialized technical, analytical and scheduling skills necessary for the construction, operation, and maintenance of reliable substations and distribution equipment for the benefit of the consumer members.
- Coordinate and cooperate with other personnel in performing assigned responsibilities.
- Make recommendations for changes needed to improve the operations of assigned department.
- Observe all safety rules and regulations adopted by the Cooperative.
- Assist the Director of Technical Services in planning and implementing area objectives.

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Specific Focus

- Coordinates and/or performs testing, repair and maintenance of all substation equipment in accordance with manufacturers' and cooperative's schedules and specifications including:
 - Circuit breakers
 - Circuit Switchers
 - Transformers
 - Regulators
 - Current and Potential Transformers
 - Substation Reclosers
 - Fuses
 - Batteries
 - Control Buildings
 - Substation Grounds
 - Grounding grids
- Coordinates and/or performs testing, repair, and maintenance of distribution line equipment including reclosers, regulators, transformers, and switched capacitors.
- Reviews monthly substation inspections and items of attention sheets to identify appropriate follow up actions. Maintains work log to assure completion of identified problems.
- Maintains schedule and documents completion of maintenance activities. Confers with Director of Technical Services and other department supervisors to schedule resources to execute maintenance program.
- Assists the Director of Technical Services in the preparation and monitoring of departmental budget for maintenance activities.
- Participates in departmental on-call rotation for substations.
- Insures proper working order of test instruments.
- Maintains assigned vehicles and tools.
- Provides other departments with technical assistance as requested.
- Operates and maintains infrared scanning equipment to identify problems with EnergyUnited's and customers' equipment. Interprets test results and prepare reports to facilitate correction of identified problems.
- Performs tests on insulating oil to determine required maintenance and possible presence of PCB's and insures proper handling, marking and storage. Maintains PCB records database to assure compliance with EPA regulations.
- Responds to and mitigates equipment oil spills according to environmental regulations and company procedures.
- Performs substation construction and modifications, including directing and inspecting the work of contract crews.
- Periodically reviews available materials and supplies. Submits purchase requisitions to assure an adequate supply is maintained for spares and planned projects.

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- Performs switching on transmission lines and substations, including developing written switching orders as required, to facilitate completion of maintenance and construction activities.
- Installs and removes mobile substations in EnergyUnited and other cooperatives' substations. Assures that mobile substations are maintained and operated in accordance with EnergyUnited's responsibilities as a contractor for NCEMC's mobile substation pool.
- Performs storm restoration activities on transmission and distribution lines, as qualified by training and experience.
- Performs other duties and assumes other responsibilities as assigned.

Directs: None

Internal Relationships: Shall maintain internal relationships necessary to achieve the 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 Technical Services.

Date Approved

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Position Specifications for:

Maintenance Coordinator

EDUCATION - A two (2) year degree or equivalent experience in electrical technology and/or electronics is required.

EXPERIENCE - Three years work experience as a Test or Electric Utility Maintenance Technician, or equivalent position, is required. Experience in electric metering, electric substations, and/or electric utility line work is required. Experience in microprocessor based controls equipment, electronic metering, and communications systems is desirable. Supervisory experience is highly desirable.

KNOWLEDGE - Current knowledge of electric utility operations, including safety is highly desirable. Should possess a working knowledge of electric utility construction materials, equipment, and tools, including transmission, substation, and distribution overhead and underground. Should possess comprehensive knowledge of electricity and electronics. Must possess knowledge of National Electric Safety Code, National Electric Code, and OSHA standards. Knowledge of RUS construction specifications and requirements is highly desirable. Knowledge of personal computer applications is highly desirable.

ATTITUDE - Must have the commitment to achieve departmental, Cooperative, and individual goals and objectives. Must be a self-starter. Must be neat, orderly, and accurate toward job. Must possess attentive attitude toward safety on the job.

PERSONAL CHARACTERISTICS - Must have good personal habits and be neatly groomed and dressed. Must display tolerance and tact in dealing with people. Must have characteristics of honesty, diligence and thoroughness.

ABILITY AND SKILLS - Must be able to work safely in proximity of energized substation equipment. Shall have the ability to troubleshoot and repair electrical control circuits by interpreting schematic drawings and applying appropriate testing procedures. Must use PC based equipment software to install and maintain equipment in department's area of responsibility. Shall have the ability to develop and maintain accurate databases associated with equipment inventories and work schedules. Must have good written and verbal communication skills. Shall be capable of using utility vehicles such as bucket trucks, line trucks, and tractors. Shall have the ability to work from ladders and climb substation structures. Must have ability to make sound decisions from observations and carry out instructions. Must have ability to plan and direct the work of others to meet scheduled completion dates within budget constraints. Class A – CDL, with tanker endorsement, license is required.



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WORKING CONDITIONS - Position requires outdoor work and walking in all types of terrain and weather. Occasional heavy lifting is required. May be asked to perform additional engineering and/or service restoration duties beyond normal working hours and during emergencies. Must be available for work during adverse weather conditions.

WORK REQUIREMENTS – All employees assigned to an operational position in headquarters or in a district or regional office must make their domicile not more than twenty statute road miles from their respective office, preferably within the Cooperative's service area.

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

EXEMPT STATUS – This position is non-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, national origin, disability, veteran status or any other basis prohibited by law.