



Personnel – Job Description

Job Title: Director of Engineering

Department: Engineering

Reports To: General Manager

Supervises: Engineering Department Personnel

FLSA Status: Exempt

Date Issued: January 1, 1999, General Manager

Date Amended: June 17, 2025

General Duties

1. Assist in providing member-owners with adequate and dependable electric service at the lowest possible cost consistent with good service, efficiency and sound business practices.
2. Promote increased understanding and acceptance of the cooperative ownership philosophy by the member-owners, employees, and public.
3. Communicate and coordinate the activities of this department with other departments with emphasis on teamwork, maintaining the established goals and positive image of the Cooperative.
4. Keep management adequately informed of the end results of the activities of this department.
5. Practice and uphold all policies of the Cooperative as adopted by the Board of Directors.
6. Practice and know safe work habits and abide by the safety rules of the Cooperative. Unsafe acts shall be reported and work stopped in the area until corrective steps are taken.
7. Provide courteous, prompt and accurate service that will create good will and enhance the image of the Cooperative with the member-owners and general public in all daily contacts.
8. Take care to observe and present a neat, pleasant appearance. Dress to suit the position; however, each employee should dress as neatly as possible.
9. Staff, journeyman and apprentice level employees are required to have a phone for contact during emergencies and standby duty.
10. Have and maintain a valid Wyoming driver's license and have an insurable driving record.

Specific Duties

1. Responsible for conduct of cooperative business pertaining to design and service requirements of the electrical system.
 - a. Obtain contracts, right-of-way easements, and any other requirements to contract power line for members in a timely fashion.
 - b. Survey routes and stake lines as may be required to provide service to the consumer.
 - c. Counsel with members, where necessary or practical, and maintain a friendly and courteous relationship.
 - d. Attention should be given to improvement of the cooperative image. Whenever possible, public relations with members will be stressed.
 - e. Work member complaints regarding high bills/voltage problems when assistance is needed or requested by the Billing Department, and document all contacts with consumers. File one copy in consumer file and one copy in other related file (i.e., complaint, energy audit, etc.).
 - f. Exhaust every means possible in an effort to satisfy the member's wants consistent with established policies, regulations, and procedures.
 - g. Prepare annual budget for all departmental expenditures.
 - h. Keep informed regarding trends and new developments in engineering management and procedure, and determine if improvements can be made.
 - i. Prepare training sessions and participate in schools, workshops and seminars offered from time to time by WREA, NRECA, and others.
 - j. Provide assistance as needed to the Meter Department in its operations (i.e., metering, installation, transformer and recloser testing and repair).
2. Perform design, staking and coordination of all phases of the line extensions and changes in the Cooperative distribution system in accordance with approved engineering practices and established policies.
 - a. Prepare load flow, sectionalizing, system loss, and transformer studies as may be required to assure that the Cooperative will operate in an efficient manner and to keep management informed.

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- b. Maintain or delegate maintenance of GIS, Engineering Analysis Model and Outage Management Model.
 - c. Gather data and assist in assembling data for Two or Four Year Work Plans, Long Range Plan, and Power Requirements Study.
 - d. Determine the size and type of recloser to be installed, and the fusing of taps.
 - e. Set up and coordinate with the Director of Operations a pole testing program. Determine how records will be filled out and file records.
 - f. Keep current on other forms of energy production, such as wind and solar.
 - g. Maintain good relationship with builders, contractors, and major utility companies.
 - h. Keep current on all policies and procedures relating to the Cooperative.
 - i. Stay thoroughly familiar with the National Electric Code as well as the National Electric Safety Code (NESC).
 - j. Maintain a good working knowledge of RUS specifications.
 - k. Know the Cooperative system (i.e., lines, substations) and the area each serves, territory boundary agreements and the territory served by Carbon.
 - l. Complete necessary reports as may be required for the conduct of Cooperative business.
3. Plan, organize and analyze engineering routines by directing and working with employees in the Engineering Department to make operations efficient and effective.
- a. Supervise Engineering staff to ensure that work order accounting practices are properly done and all records are current.
 - b. Interview, select, appoint and terminate personnel under your supervision, subject to approval of the General Manager.
 - c. Periodically, but not less than annually, appraise the performance of your staff and counsel them to assist in their development and improvement.
 - d. Review and recommend to the General Manager wage and salary adjustments for personnel in your department.
 - e. Approve vacations, sick leave, etc., and time sheets for those under your supervision.

- f. Ensure that personnel reporting to you make every effort at all times to be courteous to members and the public, promptly handling complaints and requests for service.
 - g. Counsel with staff about problems beyond their control and make necessary decisions.
 - h. Develop, generate and maintain team spirit and enthusiasm throughout your staff by appropriate delegation, recognition of accomplishments, performance feedback reports, and by assignment according to merit, ability, and interest.
- 4. Keep the General Manager informed and seek his advice on special problems in which you need assistance or which may require his attention.
 - a. Advise the General Manager:
 - 1) Of employees who are ill or of illness in their families.
 - 2) Of current events in the community and service area to prevent embarrassment to the General Manager or the Cooperative.
 - 3) Of activities within this department.
 - b. Participate in area community functions in order to establish a visible presence within the service area.
 - c. Maintain a cooperative attitude and assist fellow employees in any work you are capable of performing, or may be called on to perform, which tends to expedite the business of the Cooperative.
 - d. Participate in educational activities, workshops, and other programs to improve technical skills and abilities as directed by the General Manager.
 - e. Prepare time sheets and work reports daily. Consult with the General Manager concerning any irregularity in hours worked or time off.
- 5. Perform any other duties or activities that may be assigned or directed by the General Manager.
- 6. Perform potentially hazardous duties while in this position (**with no journeyman line-man training**).
 - a. Travels considerably while performing day-to-day operations and any special duties.
 - b. Investigates reports of meter theft, tampering and power diversion.
 - c. Services vehicles as needed.

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- d. Performs mechanical work on equipment in need of repair.
- e. Assists on outages in all types of weather, day or night.
- f. Patrols lines via truck, snowmobile or airplane.
- g. Performs in the capacity of a lineman's helper during outages.