

JOB DESCRIPTION

Job Title: Engineer 1
Department: Operations Department
Reports To: Lead Engineer
FLSA Status: Non-exempt
Approved Date: February 2024

SUMMARY Provides analysis and planning for the distribution system; Provides technical support for the Operations Department.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in the design and development of distribution line projects for commercial and residential electric services.
- Understand electric service requirements and evaluate existing distribution facilities.
- Offers technical recommendations on new load additions.
- Preparation of easements, plans and specifications of distribution line projects.
- Ensures that designed electrical facilities meet NEC, NESC, RUS, and cooperative standards.
- Complies with all federal, state and local laws dealing with safe working practices, hazard communication.
- Maintains a level of continuing education to keep informed on current developments in related areas.

SUPERVISORY RESPONSIBILITIES. This job has no supervisory responsibilities.

COMPETENCIES. To perform the job successfully, an individual should demonstrate the following competencies:

Analytical. Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving. Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills. Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service. Manage difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills. Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication. Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication. Writes clearly and informatively; Edits work for spelling and grammar; Possesses a good command of the English language; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork. Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Leadership. Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others.

Quality Management. Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen. Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness. Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity. Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support. Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking. Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement. Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation. Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing. Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism. Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity. Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security. Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability. Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality. Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative. Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation. Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education. A Bachelor's degree from an accredited college or university with a major in engineering is required, electrical engineering with an emphasis in power preferred.

Experience. Previous internship or part-time experience working at an electric utility is a plus.

Language Skills. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from fellow employees.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills. To perform this job successfully, an individual should have knowledge of the Microsoft suite of software packages along with any software packages specific to the duties and responsibilities of this position; such as the Cooperative's line staking software package.

Certificates, Licenses, Registrations. First Aid and CPR certification is required, A valid South Dakota driver's license is required.

Other Skills and Abilities. Managing projects, and multiple tasks at the same time.

Other Qualifications. Knowledge of electric distribution system operations, system layout, National Electric Safety Code, safe working practices and transportation and power-operated equipment applications and regulations.

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EEO & ADA ACKNOWLEDGEMENTS. The Cooperative is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Cooperative will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

DISCLAIMER. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

AFFIRMATIVE ACTION PROGRAM REVIEW. A review of this position description and the physical and mental qualification standards for this position was completed during the month of July 2017. No changes were deemed necessary.