

WASCO ELECTRIC COOPERATIVE, INC.

POSITION GUIDE 2019

Job Title: **MANAGER OF OPERATIONS**

Reports To: General Manager

Supervises Directly: Outside operations personnel and Engineering staff

Supervises through Subordinates: None

PURPOSE FOR THE POSITION: To provide maximum service to consumers by planning, organizing, coordinating and monitoring the activities of the operations section and maintenance of the electric system.

ESSENTIAL FUNCTIONS:

1. Provide oversight and direction to the operations area of the Cooperative.
2. Supervises and is responsible for the activities of the operations crew and any other personnel which may, from time to time be assigned to him/her assuring compliance with accepted safety rules, regulations, and practices pertinent to the trade. Reviews operation and maintenance routines, manuals and training programs within the approved budget.
3. Responsible for right-of-way and pole maintenance programs, to include the oversight of all applicable contracts and contract crews.
4. Work with the engineering department and/or consultants in the planning and development of future load projections, construction work plans and identify system deficiencies.
5. Assists as needed to help determines the cause of trouble on distribution and transmission system.
6. Responsible for the coordination of the Cooperative's safety programs.
7. Responsible for the planning, scheduling and assignment of construction and maintenance work that maximizes efficiencies and includes the proper use and installation of materials.

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8. Prepare and recommend the annual operations department budget and work plan.
9. Reads and interprets maps, specifications, and complex diagrams.
10. Be able to adjust work procedures to meet work schedules, using acquired knowledge of employees and equipment.
11. Provide training and resources for employees of direct report ensuring each is trained thoroughly and is given every opportunity to be successful in his/her position.
12. Provide, as accurate as possible, assistance to requesting customers with technical problems, including complaints regarding power quality. Refer customers to an outside source when appropriate (i.e. electricians, state electrical inspector, etc.)
13. Inspects work after completion to make certain it has been done properly and in accordance with applicable specifications, codes, and above-average expectations.
14. Work effectively with other department heads to achieve the goals of the Cooperative. Provide operations reports to the General Manager on a monthly basis.
15. Sees that adequate safety supplies, tools and fleet equipment are available and maintained at all times.
16. Keeps informed and up-to-date on technical advancements, relative to his/her department, in the utility industry, trends, issues and regulations.
17. Professionally represents the Cooperative at assigned committees and meetings.
18. When traveling throughout the Cooperatives service territory, is aware of the condition of the power system. When a problem or hazard is noticed, accurately complete a service order to correct the issue.
19. This list is not intended to be all-inclusive, as the employee will also perform other normally-related business duties as assigned by the general manager.

TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:

Perform the duties of this position in a safe and efficient manner.

Read blueprints or drawings of the items to be made or repaired.

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Coordinate with other WEC departments.

Keep general manager informed on job progress and complete all paper work accurately and efficiently.

Accept responsibility for the accuracy of the work that it completed in the operations department.

Travel occasionally out-of-area and/or overnight to attend training or conferences.

Performs after hours On-Call duties on a rotating basis.

Work cooperatively and courteously with fellow employees, supervisors, and the general public.

PHYSICAL DEMANDS: Must be able to walk and /or stand up to 10 hours a day over all types of terrain and in all types of weather conditions; must be able lift and /or carry up to 50 pounds.

Must be able to hear malfunctioning equipment, radios, etc.

Must be able to see and recognize equipment problems, visual inspection of distribution and transmission system, etc.

Must be able to drive a vehicle for up to 10 hrs/day, on occasional trips and travel by air, when required.

Must be able to operate a wide variety of large and small hand tools and other special equipment.

ENVIRONMENTAL CONDITIONS: This position is subject to variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80 degrees (Fahrenheit) or below 10 degrees (Fahrenheit), large amounts of snow, long periods of darkness.

Subject to snake bites, dog bites, bee stings and insect bites.

Must be able to work long hours in stressful conditions when restoring power during storms or other outages.

HAZARDS: Commonly exposed to situations which, if handled improperly, have the potential for bodily injury or death: moving mechanical parts, electrical voltage/current, working on scaffolding , ladders, and other high places. Exposed to high heat, or exposure to chemicals.

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MATH SKILLS: Requires mathematical development sufficient to be able to use practical applications of fractions, percentages, ratios, proportions, or other math skills normally required in electrical or mechanical theory.

LANGUAGE SKILLS: Must have developed English language skills to the point to be able to:

Read newspapers, periodicals, journals, electrical prints, and manuals.

Courteously, consistently, and accurately communicates with customers and fellow employees and supervisors.

Complete timecards, reports, data tickets, logs, or similar paperwork following prescribed formats as explained by the General Manager

MINIMUM QUALIFICATIONS:

Must have a minimum of eight years electric utility experience with five years of progressive management/leadership within the utility. Preferably, the experience will be in a related operational or engineering area with firsthand experience in designing and constructing electric utility systems, preferably using RUS specifications.

Effective written and verbal communications skills, to include handling difficult situations; be able to work in a team setting and one-on-one; good customer service skills; demonstrated ability to work effectively with a team; demonstrated people management and leadership skills; proficient in the use of personal computers and Microsoft Office programs.

NOTE: Complete achievement of certain of the above specifications may not be required if, in the opinion of the WEC hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

SPECIAL POSITION REQUIREMENTS:

This position also requires the following:

1. Must have a valid Oregon drivers license, driving record must be acceptable and insurable by WEC's insurance carrier by standard group rates. An annual consent for a release of one's driving record is also required.

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2. Must complete a First Aid and CPR course within 90 days of employment.
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All WEC employees are expected to work widely varying amounts of unscheduled overtime during power restoration activities or scheduled overtime required to accomplish special projects. Such overtime could range from working a normal 8 hour work day to 24 to 36 hours of continuous work during storm outages.

The above items are not intended to be all inclusive of essential functions or requirements of this type of work as they are subject to change based on operating necessity of the utility.

SIGNATURES: WEC reserves the right to revise or change position duties and responsibilities. This position description does not constitute a written or implied contract of employment.

I HAVE READ AND UNDERSTAND
THIS POSITION GUIDE

APPROVED

Manager of Operations

General Manager

Date

Date
