

# GRAND VALLEY POWER

## POSITION DESCRIPTION

### STAFF ENGINEER

#### I. OBJECTIVE:

To represent the cooperative and its consumers by executing all assigned responsibilities in a timely and efficient manner.

#### II. REPORTING RELATIONSHIP:

Reports to: Manager of Engineering

#### III. RESPONSIBILITIES & AUTHORITIES:

Within the limits of board policy, company tariffs, budgets, and legal requirements, assumes responsibility delegated by the Manager of Engineering for the following activities, which are not intended to be all-inclusive, and other duties may be assigned:

1. Responsible for the design of the electric plant for adequate strength and electrical capacity including both current and long-range capacity.
2. Designs overhead and underground facilities economically with an emphasis on service reliability, voltage levels, and system operation.
3. Performs studies to maintain coordination of system protective devices and application of equipment and design standards.
4. Directs the Service Planners, assigns appropriate responsibilities, and delegates authority as necessary. Assists the Service Planners with the design of electric facilities.
5. Administers the design of distribution line extensions and consumer services. Prepares all proposal letters, consumer correspondence, and contracts. Reviews all consumer line extension work orders for completeness.
6. Applies company tariffs to new line extension and consumer services. Reviews/modifies line extension contracts and agreements to accommodate operational or tariff applications/changes.
7. Monitors construction unit costs (material and labor) as required for line extension cost proposals.
8. Administers pole attachment contracts by directing inventories and field clearance problem corrections as necessary.
9. Coordinates operating procedures between the engineering department and other departments with an emphasis on the day-to-day departmental coordination for work order processing. Utilizes computerized staking program and work order system.
10. Participates in project scoping, comparison of alternatives, and development of priorities for annual construction budget.
11. Provides technical assistance for engineering and operational system problems on a day-to-day basis with emphasis on system integrity and reliability.

12. Assists with the development of design standards and equipment specifications for the Cooperative's transmission & distribution facilities, SCADA system, and AMI system.
13. Utilizes, develops, and applies engineering software to develop system planning documents, voltage drop studies, short-circuit analysis, arc-flash studies, and power quality investigation.
14. Responsible for working with the IT department, metering personnel, and GIS personnel to develop programs and interfaces as needed.
15. Shares "Supervisor on-call" duties in rotation with other management level employees.
16. Directs the efforts of consulting firms as needed.
17. Occasionally makes presentations to the Board of Directors and Cooperative staff.

IV. SUPERVISORY RESPONSIBILITIES:

This position supervises the Service Planners.

V. EDUCATION:

This position requires graduation from an accredited college or university with a Bachelor's degree in Electrical Engineering; power emphasis is preferred.

VI. MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Five years of electrical power engineering experience.
2. Knowledge and skills to utilize Microsoft Office, SQL database applications, engineering analysis software, and NISC software applications.
3. Knowledge of RUS construction units and specifications, National Electric Safety Code, National Electric Code, and governmental standards/requirements.
4. Knowledge of the Cooperative's policies, rates, tariffs, rules, regulations, and line extension policy.
5. Ability to work independently based on general and specific direction, project task assignments, and departments' priorities. Day to day work is self-initiated and self-directed.
6. Must be able to maintain a Colorado driver's license.
7. A willingness to pursue registration as a Professional Engineer is preferred.

VII. PHYSICAL DEMANDS

1. Frequently works outdoors with moderate physical exertion. Occasionally required to perform work in adverse weather conditions.
2. Frequently sits at a computer in an office or vehicle; occasionally in low light conditions.
3. Frequently communicates via two-way radio and telephone.
4. Frequently uses hand-eye coordination skills to operate electronic test equipment and tools. Lifts and carries materials up to 50 pounds. Perform tasks that require finger dexterity.

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5. Frequently communicates using interaction skills including speaking, hearing, and vision capabilities. Uses visual inspection to verify proper color conventions, often involving small components.
6. Occasionally works near energized conductors and equipment in communication space.
7. Occasional overnight travel is required. Irregular work hours may be required when problems occur.
8. Specific vision abilities, required by the job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Responsibilities Accepted:

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Signature

\_\_\_\_\_  
Date

Staff Engineer

Revised: 11.16.2018