

Maquoketa Valley Electric Cooperative Employee Job Description

Job Title: Distribution Engineer
Department: Engineering
Reports to: Director of Engineering
FLSA Status: Exempt/Salaried

Prepared by: Human Resources
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Approved by: CEO
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SUMMARY

This position plans, organizes, coordinates, and directs all activities within the Distribution Engineering Department to ensure maximum utilization of human, material and financial resources in order to operate the distribution system in a safe and reliable manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed. The Distribution Engineer shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Responsible for the development and implementation of all engineering studies including construction work plans, long range plans, sectionalizing studies, arc flash studies, etc.
- Responsible for ensuring that all system construction is done in accordance with RUS and NESC standards through the development of design guides, training of staff, inspection of work in progress, and completion of work order inspections for finished projects.
- Responsible for the design of all residential and commercial developments including the distribution of lot refunds to developers on an annual basis.
- Responsible for managing inventory levels to ensure standard line materials are available to complete scheduled construction. Responsible for the review and preparation of purchase orders for high value materials such as cable, transformers, regulators, OCR's, and conductor.
- Responsible for oversight of the GIS system to ensure maps are accurate and current and the system is interfacing properly with other software packages.
- Coordinates daily work schedules and sets up assignments and schedules for all employees in the Distribution Engineering Department.
- Assist with the installation, development, and maintenance of software systems for the engineering and operations department.
- Daily perform a variety of engineering duties to ensure system reliability and efficiency, including voltage studies, fault analysis, transformer loading, AMI, SCADA and other related activities.
- Provides support for the Operations Department as needed including assisting with system switching and outage management

- Provide regular “on-call” coverage as needed to ensure our membership is provided with the best service possible.
- Create and submit the Cooperative’s Reliability Report and Reliability Plan to the Iowa Utilities Board as well as various other engineering and technical reports needed for outside organizations.
- Provides support and assistance to the Member Support Department by preparing reports, resolving problems and providing technical assistance
- Assist Director of Engineering with the development of the annual budget, including all areas for which the Distribution Engineer is responsible.
- Purchases tools, equipment and other resources needed within the approved budget.
- Provide leadership and development opportunities to all employees within the Distribution Engineering Department to allow them to maximize their ability and provide the greatest benefits to the Cooperative.
- Identify training courses needed to ensure that all department personnel receive regular training to maintain and develop the skills needed to perform their job
- Provides regular reports on performance of assigned staff, including annual performance reviews, mentoring staff as necessary to enhance their performance.

SUPERVISORY RESPONSIBILITIES

With experience, there will potentially be opportunities to supervise Staking Technicians, the GIS Coordinator, and the Warehouse Coordinator.

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.

- Must understand technical documents, schematics and construction plans
- Must understand all aspects of cooperative operations including transmission, substation, and distribution operations.
- Must be familiar with applicable standards including the National Electrical Safety Code, RUS standards, and the National Electric Code
- Must have a thorough understanding of cooperative’s policies, procedures, service rules and regulations.

Education and Experience

BS in Electrical Engineering or a related field is required.

Some experience in electric utility engineering is preferred.

Required Licenses or Certifications

Valid Driver's License, Professional Engineering License or the ability to obtain is preferred.

Language Skills

Ability to read, analyze, and interpret technical documents. Ability to effectively present information and respond to questions from managers, and co-workers.

Mathematical /Computer Skills

Ability to calculate power equations, and electrical calculations. Proficient in Milsoft, Windmil, SQL and Microsoft Word, Excel and Access

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written, or oral form. Ability to define problems, collect data, establish facts, and draw conclusions.

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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, 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. The employee will be working in an office setting, sitting at a desk, and the noise level is usually quiet.

EXTERNAL RELATIONSHIPS**Member Consumers: Advises and assists member-consumers in every way possible.**

Takes advantage of the opportunity to obtain increased understanding and acceptance of Cooperative objectives, policies, plans and programs.

RUS: Worked with on engineering studies and work order certification for RUS.

Statewide: Exchanges information and collaborates on projects and other activities.

Iowa Utility Board: Coordinates system inspections with IUB inspectors, prepares reliability studies and reliability plans for annual submittal, and work on service territory issues and modifications.

G&T: Seeks advice and assistance and collaborates on projects and other activities

Consultants: Seeks advice and information. Directs in the completion of projects and studies

Vendors: Seeks advice and information

General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.