

CHIEF ENGINEER

I. POSITION SUMMARY: Direct the overall engineering operations of the Cooperative; Interface with consumers or their representatives to ensure design requirements, electrical codes, safety codes and prudent engineering practices are followed in the construction of projects; Initiate and/or interface with the Cooperative's consultants, regulatory agencies and power supply entities to meet governing body regulations, expansion of the Cooperative electrical system, and maintain a secure supply of electric power.

II. REPORTING RELATIONSHIPS:

Reports to: General Manager

Supervises: Engineering Technician; Crew Foreman – Engineering; Work Order Clerk; Engineering Field Coordinator; Patrolman; Equipment Technician; Community Relations Specialist.

III. MAJOR RESPONSIBILITIES:

- a.) Direct the overall engineering operations of the Cooperative
 - i.) Supervise the technical and operating staff of the engineering department
 - ii.) Aid the staking, construction and maintenance departments as needed
 - iii.) Prepare a Work Plan and a Capital Budget to support the Work Plan
 - iv.) Solicitation of RFP's for capital projects
 - v.) Responsible for the analysis of the Cooperative's transmission and distribution system and the design and construction of complex electrical power systems
 - vi.) Maintain a knowledge base of products, procedures, industry initiatives and governmental regulations
 - vii.) Compile and evaluate design and test data
 - viii.) Prepare technical specifications and analyze technical data to determine appropriate limits and variables for product, process or materials specifications
 - ix.) Prepare and study technical drawings, specifications of electrical systems and topographical maps to ensure that installation and operations conform to standards and customer requirements
 - x.) Operate computer assisted engineering and design software and equipment to perform engineering tasks
 - xi.) Confer with engineers, customers and others to discuss existing or potential engineering projects and products

- xii.) Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation and testing activities to ensure compliance with specifications, codes and customer requirements
- xiii.) Design, implement, maintain and improve electrical instruments, equipment, facilities, components, products and systems for commercial, industrial and domestic purposes
- xiv.) Prepare specifications for purchase of materials and equipment
- xv.) Perform detailed calculations to compute and establish manufacturing, construction and installation standards and specifications
- xvi.) Investigate customer or public complaints, determine nature and extent of problem and recommend remedial measures
- xvii.) Oversee project production efforts to assure projects are completed satisfactorily, on time and within budget
- xviii.) Manage the design and construction of large transmission, substation, and distribution construction projects
- xix.) Plan and implement research methodology and procedures to apply principles of electrical theory to engineering projects
- xx.) Perform a variety of standard engineering computations and analysis
- xxi.) Prepare engineering drawings, maps, and construction specifications
- xxii.) Perform staking and survey work
- xxiii.) Perform transmission and distribution system studies
- xxiv.) Research material specifications and resolve material issues
- xxv.) Construction Inspections
- xxvi.) Prepare procedures documentation
- xxvii.) Support North American Electric Reliability Corporation (NERC) compliance program
- xxviii.) Serve as technical advisor on department initiatives
- xxix.) Oversee design and construction of major transmission, substation, and/or distribution system projects
- xxx.) Complete assigned projects and identification of system needs for the development of future projects and improvements
- xxxi.) Maintain the security of confidential information
- xxxii.) Performs other related duties as necessary or assigned.

b.) Interface with consumers or their representatives

- i.) Gather design data and specifications from consumers for larger or more specialized projects
- ii.) Interpret and implement electric and safety codes for the protection of consumers and the Cooperative

- iii.) Produce design calculations, documents, drawings and cost estimates as needed
- iv.) Provide proactive thought and designs to include expansion capabilities of the electric system
- c.) Initiate and/or interface with the Cooperative's consultants, regulatory agencies and power supply entities
 - i.) Employ and manage consultants in the analysis, design and/or management of projects and processes
 - ii.) Provide assistance to financial, environmental, safety, insurance and operation consultants as required
 - iii.) Prepare and provide data and reports to regulatory agencies such as the Public Utility Commission of Texas (PUC), North American Electric Reliability Corporation (NERC), Rural Utilities Service (RUS), Southwest Power Pool (SPP) and National Rural Electric Cooperative Association (NRECA)
 - iv.) Interact with representatives of local area electric utilities
 - v.) Coordinate with consultants, members, developers and government entities on all projects

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities required of personnel so classified.

The **CHIEF ENGINEER** shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

IV. EXTERNAL RELATIONSHIPS:

- a.) Public Utility Commission of Texas (PUC)
- b.) Rural Utilities Service (RUS)
- c.) Southwest Power Pool (SPP)
- d.) National Rural Electric Cooperative Association (NRECA)
- e.) Power Engineers, Inc. – Engineering Consultant
- f.) GDS Associates, Inc. – Engineering Consultant
- g.) AEP/SWEPCO
- h.) Power Supply Cooperatives – NTEC & ETEC
- i.) Neighboring Electric Utilities
- j.) Northeast Texas Power, Inc. – Construction Contractor
- k.) Various Vendors and Suppliers

POSITION SPECIFICATIONS

CHIEF ENGINEER

Job Knowledge, Training and Experience: Bachelor of Science Degree in Electrical Engineering from an ABET accredited school; Licensed Professional Engineer in the State of Texas; Experience performing engineering duties in Texas and surrounding states; Knowledge of Power System materials.

Equipment Operated: Non-Commercial Vehicles; Have and maintain a valid Texas driver's license.

Abilities and Skills: Effectively communicate with consumers and fellow employees; Possess working knowledge of personal computers and commercially available software; Utilize test equipment to document electric system parameters and address consumer concerns; Have knowledge of principles and processes for providing customer service; Skilled in time management; Skilled in prioritizing and managing changing priorities; Ability to read and understand schematics and design drawings; Ability to listen and understand information verbally and in writing; Ability to anticipate, identify, analyze and resolve conflict and problems

Physical Effort: Sit for extended periods; Perform pedestrian surveys of construction projects and existing facilities; Safely operate a motor vehicle; Lift and carry light loads over short distances; May be required to stand, reach with hands and arms, stoop and kneel; May be required to sit or stand for long periods of time; May be required to lift, carry, push, pull or move up to 25 pounds; May be required to travel; May be required to work more than 40 hours per week.

Working Conditions: Most duties performed in office(s); "On-call" Supervisor duties on a rotating basis; Activities may require visits to field in summer and winter weather; Occasional "call-out" due to abnormal system occurrences or storms outside of normal working hours; May include activities in substations and on transmission.

After an offer of employment has been made, a physical is required which will include both drug and alcohol testing. The employee is then subject to periodic, random drug and alcohol tests.



Box 47, Highway 8 North
Douglassville, Texas 75560

Phone 903-846-2311
Fax 903-846-2406

PERSONAL DATA

Position applied for: _____ Date of Application: _____

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Cell Phone Number: _____ Email: _____

Other Phone Number: _____

Date available for work? _____ Are you at least 18 yrs. old? Yes No

Will you work overtime? Yes No Will you work weekends? Yes No

Can you relocate if job requires it? Yes No Can you travel for work? Yes No

Check each type of work you will accept: temporary part-time full-time

Have you ever filed an application here before? Yes No Date: _____

Have you ever been employed here before? Yes No Date: _____

Are you or your spouse related to any officer or employee of this employer? Yes No If yes, who? _____

What shift(s) are you available? 1st 2nd Weekend

EDUCATION AND TRAINING

Name of Schools Attended and Location (City / State)	Dates Attended From: To:	Grade Average	Major Field	Degree Received
High School				Please circle Diploma: yes/no GED: yes/no
College/University				
Business College				
Technical Training				
Other				

The following space is provided for other information concerning special training, interests, career goals, or any other data you wish to provide.

List each position held. Start with your current or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper.

THIS SECTION MUST BE COMPLETED IN FULL. PLEASE DO NOT INDICATE "SEE RESUME."

Are you presently employed? Yes No May we contact present employer? Yes No

Employer	Dates	From:	To:
Address	Salary	Starting:	Ending:
Job Title	Summary of Job Duties		
Supervisor	Title		
Telephone Number(s)			
Reason for leaving			

Employer	Dates	From:	To:
Address	Salary	Starting:	Ending:
Job Title	Summary of Job Duties		
Supervisor	Title		
Telephone Number(s)			
Reason for leaving			

Employer	Dates	From:	To:
Address	Salary	Starting:	Ending:
Job Title	Summary of Job Duties		
Supervisor	Title		
Telephone Number(s)			
Reason for leaving			

Employer	Dates	From:	To:
Address	Salary	Starting:	Ending:
Job Title	Summary of Job Duties		
Supervisor	Title		
Telephone Number(s)			
Reason for leaving			

PROFESSIONAL CERTIFICATIONS, LICENSES or MEMBERSHIP

ADDITIONAL INFORMATION

You must be authorized to work in the United States in order to be employed by this employer. If you are one of the following, please check here:

- A citizen or a national of the United States
- An alien lawfully admitted for permanent residence
- An alien authorized by Immigration and Customs Enforcement to work in the United States

If the position for which you are applying requires the operation of a motor vehicle, do you have a current Texas Driver's License? Yes No If yes, provide: License No. _____

Type of license: Operator Commercial If yes, Type A Type B

If applicable to the position for which you are applying, what languages do you speak? _____
Write/read? _____

REFERENCES

List three persons not related to you who can describe your qualifications for the position you seek.

Name	Organization	Telephone No.	Occupation

APPLICANT CERTIFICATION

I certify that the information provided in connection with my application for employment is true, correct and complete. I understand that any false statement or omission may disqualify me from consideration for employment, and, if I am employed, any misstatement or omission of fact may result in my dismissal.

I hereby release and authorize the company and its agent to verify, inspect, copy and obtain records pertaining to the information I have provided in this application. I hereby authorize any persons or concerns to furnish information in their possession concerning any of the information I have provided in this application and release such persons or concerns from any and all liability arising therefrom.

I understand and agree that:

- Business needs may at times make the following conditions mandatory: overtime, shift work, shift changes, rotating work schedule, or weekend work schedules. I accept these as conditions of continuing employment.
- If employed, I will agree not to divulge any confidential information I have gained and to protect the company's confidential information.
- This application for employment and any attachment(s) are the property of the company and will become part of my personnel file if I am hired.
- If employed by the company, I agree to abide by its rules and regulations. Further, I understand and agree that employment is at will and may be terminated at any time, with or without cause or reason and with or without notice. This application cannot be construed as a contract or as a guarantee of employment or continued employment and no agreement to the contrary will be effective.

As a condition of employment with the company, I understand I must pass a drug screen and have satisfactory results on a criminal background check.

I agree and acknowledge that the terms and conditions of employment cannot be changed except by a written document.

The company reserves the right to administer drug screening procedures for cause or upon reasonable suspicion. I consent to participation in any such program(s) and I understand and agree that the company may take disciplinary action up to and including termination of employment for failure to pass or refusal to take a drug screen.

I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY EMPLOYMENT, AND ACCEPT THE SAME AS CONDITIONS OF MY EMPLOYMENT.

Signature of Applicant

Date



NOTICE TO APPLICANTS

Screening test for illegal drug use may be required as a condition of employment.