

**CARTERET-CRAVEN ELECTRIC MEMBERSHIP CORPORATION
POSITION DESCRIPTION**

POSITION:

Director, Engineering Services

REPORTS TO:

VP of Engineering and Operations

DEPARTMENT:

Engineering

DIRECTS:

GIS Specialist, Engineering Technician

EFFECTIVE: 05/2022

GRADE:

PURPOSE OF POSITION:

To plan, develop and manage all necessary engineering functions for system planning, extensions and relocations through supervision of personnel; to provide engineering data for the construction and maintenance of Carteret-Craven Electric Membership Corporation's electric distribution system; and to ensure that the mapping systems are maintained and updated.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Education: Require Bachelor's Degree/Equivalent in Electrical Engineering or a related field.

Experience: Require a minimum of five years' experience in the operation or engineering sections of an electrical distribution system. Require demonstrated expertise of electrical distribution and transmission systems, various phases of operating an electrical distribution system, of all national and local electric codes and OSHA. Require the ability to acquire proficiency in the RUS construction specifications and procedures; become knowledgeable of retail rate schedules and structures, and Carteret-Craven's policies, procedures, and service rules and regulations. Require excellent verbal and written communication skills; excellent interpersonal skills for effective interaction with personnel/public.

Licenses: Prefer a Registered Professional Engineer.

Drivers License and Employment:

Require ability to have and maintain a valid North Carolina driver license and successfully pass the Cooperative's employment entrance examination and drug screen.

WORKING CONDITIONS:

Primarily general office environment, some business travel, some time spent in the field; require the flexibility to work during emergency situations. Require the physical ability in stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, and

defined light work. Require visual acuity in machine operation (a) and (c). Exposure to outside environmental conditions on an infrequent basis.

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor to obtain direction, instruction, approval; to provide work related information in a timely manner; with subordinate staff to provide direction, instruction, approvals; with other departments to provide technical engineering assistance.

External: Demonstrates an awareness that the job exists to effectively serve each and every customer, and at every opportunity to achieve increased customer and public understanding for support of the Cooperative.

ESSENTIAL DUTIES:

Note: The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Carteret-Craven Electric Cooperative.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship

1. Effectively plans, develops, and recommends appropriate policies for the most reliable, safest and economical electrical and distribution system.
 - A. Ensures the distribution system is designed, constructed, and maintained to meet or exceed RUS, Cooperative, and NESC specifications.
 - B. Ensures economical considerations are based on sound engineering principles.
 - C. Effectively and efficiently coordinates personnel and resources – engineering, materials, construction.
 - D. Ensures coordination with other utilities in accordance with established guidelines.
 - E. Effectively directs the proper design and staking of the distribution system through subordinate personnel.
 - F. Effectively directs the proper design, maintenance, and construction of the transmission system and distribution substations through subordinate personnel and contract personnel.
 - G. Effectively directs the efficient security and coordination of materials and supplies through subordinate personnel and the Purchasing Department.
 - H. Effectively directs contractors in large construction or conversion projects.

2. Effectively prepares and recommends the Engineering Department budget as it relates to system improvements and maintenance needs on the distribution system, short- and long-range plans, and the work plan to CEO and General Manager.
 - A. Annually prepares and recommends the budget and work plan within allotted timeframe.
 - B. Effectively recommends short- and long-range departmental plans, as directed.

- C. Annually reviews system demands, design limitations, power factors and takes corrective actions in a timely manner.
 - D. Assists in preparation of Construction Work Plans as directed.
 - E. Prepares contracts per Cooperative and RUS standards for Work Plan items performed by outside contractors.
 - F. Ensures that approved work plan items are staked and constructed within allotted time frames.
 - G. Performs system distribution coordination studies as directed.
 - H. Ensures distribution system coordinating studies coordinate with relay and substation breaker settings for safe and reliable service.
3. Ensures Cooperative right-of-ways are cut for new line construction projects.
- A. Ensures assigned work is completed in accordance with RUS specifications and Cooperative procedures.
 - B. Obtains and/or ensures easements have been secured from customers to cut right-of-way and construct electric facilities on their properties.
4. Ensures Cooperative mapping systems are maintained and updated.
- A. Keeps abreast of new and improved technologies related to utility mapping systems and recommends needed enhancements and improvements.
 - B. Maintains software ties between the mapping system, billing system, and engineering software for accurate and efficient transfer of data.
 - C. Directs mapping personnel duties to ensure completion in a proper and timely manner.
 - D. Communicates with the IT Department on issues affecting the transfer of data, system upgrades, and enhancements to ensure coordinated efforts between departments.
5. Effectively manages subordinate personnel to ensure safe and efficient operation for increased productivity and promotes an atmosphere/environment conducive to good employee morale.
- A. Conducts periodic staff meetings for purposes of communication.
 - B. Analyzes both workloads and schedules on a regular basis.
 - C. Accurately identifies and schedules employee training needs and recommends training sources.
 - D. Monitors performance and conducts performance appraisals consistent with established time frames to support recommended salary adjustments and effective personnel discussions.
 - E. Accurately records all required data to support hires, terminations, and other personnel actions.
 - F. Ensures a timely response to all valid employee concerns.
6. Effectively addresses customer complaints; investigates and recommends effective solutions to customer complaints in a timely manner.
- A. Keeps supervisor informed of any unusual customer complaints.

Director, Engineering Services

- B. Ensures that all customers complaints from the field within his/her area of responsibility are immediately resolved.
 - C. Ensures that any complaints which cannot be resolved and are within his/her area of responsibility are routed to the proper person within one day of notification.
7. Maintains safety standards and awareness.
- A. Establishes and maintains acceptable safety standards.
 - B. Maintains current knowledge of CARTERET-CRAVEN EMC's safety regulations and evaluation of personal compliance.
 - C. Performs in accordance with established safe environment.
 - D. Enforces safety standards, as necessary.
8. Supervises the restoration of power during outages, as directed.