

# KODIAK ELECTRIC ASSOCIATION, INC.

## POSITION GUIDE

<b>POSITION TITLE: Renewable Power System Electrical Engineer</b>	
<b>DEPARTMENT: Engineering</b>	<b>REPORTS TO: President/CEO</b>
<b>FLSA STATUS: Exempt</b>	<b>STARTING SALARY: DOE</b>
<b>APPROVED BY:</b> _____ <i>President/CEO</i>	_____ <i>Date</i>
<b>RECEIVED BY:</b> _____ <i>Employee</i>	_____ <i>Date</i>

### I. OBJECTIVE

To direct, guide, or assist in the engineering activities of the Cooperative by applying technical knowledge, sound engineering judgment, and skill, to ensure that our renewable powered electrical system meets the present and future requirements and is rendering safe, efficient, and dependable service to members-owners at the lowest possible cost, in accordance with established objectives, policies, and plans.

### II. REPORTING RELATIONSHIP

- A. **Reports to:** President/CEO
- B. **Supervises:** No direct supervisory responsibilities.

### III. RESPONSIBILITIES AND AUTHORITIES

1. Evaluates KEA's electrical system on a continual basis to assure that all of the system requirements are met. Determines when system improvements should be made.
2. Provides engineering support for our renewable energy generation system.
3. Engineers the design, development, and modification of electric transmission, substation, and distribution systems.

4. Insures proper integration of renewable power on KEA's high penetration renewable energy system.
5. Spearheads the preparation of the Power Requirement Study, Construction Work Plan, Long Range Plans, and other studies as assigned. Makes recommendations for the planning and development of system improvements and annual work programs for the Engineering and Operations departments.
6. Assists and advises Manager of Operations on engineering matters, including but not limited to system protection, voltage regulation, I<sup>2</sup>R loss, permits, easements, and government agency requirements.
7. Provides engineering services for all aspects of distribution engineering.
8. Selects and may manage consulting contractors.
9. May act as project manager for electrical construction projects.
10. Prepares budgets and appropriate engineering and business plans.
11. Involved in providing KEA with a proficient metering program.
12. Provides engineering support for electrical maintenance and construction company wide.
13. Prepares material bid specifications. Responsible for working with the Warehouseman in the purchasing of equipment using sound fiscal judgment.
14. Patrols lines by remaining alert at all times to observe any unsafe or unsatisfactory conditions, and reports or takes steps to rectify the condition.
15. Must attend and participate in KEA safety meetings, safety training, and job briefings.
16. Assists cooperative members and the public with questions on a variety of electrical and geographic inquiries.
17. Works daily on establishing and promoting positive relationships with co-workers, cooperative members, associated organizations, and the public, while remaining in compliance with Board and operating policies of the Cooperative.
18. Completes special assignments and all other duties as required.

## **IV. RELATIONSHIPS**

### **A. Internal**

1. Receives instruction from the President/CEO. Advises, assists, and informs the Manager of Operations and the Manager of Power Generation as required by the responsibilities and authorities for any plans, programs, procedures, activities, or objectives of the Company.
2. Confers with Manager of Operations and the Manager of Power Generation on specific electrical engineering requirements.
3. Coordinates, assists, and advises Finance and Administration staff on matters concerning member needs and problems, and other utility matters.
4. Provides Warehouseman with specifications, quantity, and other required information as required for job completion.

### **B. External**

1. Maintains good member relations by providing prompt, courteous, and professional technical advice, and safe economical construction design practices. Promotes good relationships, participates in community activities, and develops increased understanding and acceptance of the cooperative.
2. Confers with, seeks information, and otherwise coordinates with government and developers' requirements in securing approvals for an orderly development of the electric distribution system.
3. Consults with and furnishes information to consulting engineers as needed in the planning and design of the Cooperative's electrical substations, transmission and distribution system, and automated systems.
4. Stays informed of trends and developments, and standard products and construction techniques in the industry, and maintains membership in professional organization(s) or registration as applicable.

*Disclaimer Statement:* This position guide has been written to reflect management's assignment of essential functions, and does not constitute a written or implied contract of employment. It does not prescribe or restrict the tasks that may be assigned. KEA reserves the right to revise or change job duties and responsibilities. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. *Note: The Position Specification document is a separate document from this Position Guide, but has been attached to this document for ease in reading.*

# **KODIAK ELECTRIC ASSOCIATION, INC.**

## **POSITION SPECIFICATIONS**

### **POSITION TITLE: Renewable Power System Electrical Engineer**

#### **I. EDUCATION/EXPERIENCE**

Bachelor of Science degree in Electrical Engineering (B.S.E.E.) from an ABET accredited curriculum is required. Work experience utilizing practical application of skills with renewable energy systems or a distribution/transmission utility or related organization is preferred.

#### **II. SKILLS, ABILITIES AND KNOWLEDGE**

Must be familiar with engineering fundamentals and have an effective working knowledge of the National Electrical Safety Code (N.E.S.C.), National Electric Code (N.E.C.), Occupational Safety and Health Administration (O.S.H.A.) regulations, and other appropriate codes, statutes, and utility tariffs, and basic surveying principles. Must have the ability to work independently and with minimum supervision; must be able to organize work and meet deadlines; must have the ability to communicate effectively with members, co-workers and public in a polite, tactful, and professional manner, and have knowledge of supervisory functions. English is the business language of the cooperative. Second languages are regarded as excellent and desirable skills. Working knowledge of personal computer applications including database, spreadsheet, word processing and computer-aided drafting is required.

#### **III. OPERATING GUIDELINES**

Demonstrates high-level skill in the performance of his/her trade or profession. Understands how the business works and stays current with the changes occurring in both the industry and the personal job. Visibly demonstrates commitment to continual improvement in processes and self-development. Demonstrates an ability to look at the “big picture” for processes rather than an individual task. Understands the costs to do business and views self as a resource in controlling business costs by working efficiently and using cost effective materials and equipment. Understands that value and safety are important aspects of the business. Is a team player working to make the cooperative responsive, proactive, and of value to the community. Understands the cooperative business.

#### **IV. WORKING CONDITIONS**

Must have a valid Alaska driver's license and current first aid and CPR cards. Must have full use of hands; position requires sitting, standing, walking, climbing stairs, climbing ladders, hearing, seeing, talking, and understanding. Generally accepted office conditions; field work in all kinds of weather conditions and terrain will require physically accessing rough terrain project site locations without the use of motor operated equipment, and walking and carrying of equipment and materials over uneven ground and obstacles under a wide variety of conditions. Must be able to fly as a passenger in fixed wing and helicopters; must be able to board and ride in boats. Extra hours are required from time to time. All KEA exempt employees are expected to work overtime when required during power restoration activities and to accomplish other projects.

Note: Complete achievement of certain of the above specifications may not be required if, in the opinion of the KEA 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.