



POSITION DESCRIPTION

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|-----------------|---|--------------------|-----------|
| Position Title: | Vice President of Engineering & Operations | FLSA Status: | Exempt |
| Department: | Engineering & Operations | Union Status: | Non-Union |
| Reports To: | Chief Executive Officer (CEO) | Employment Status: | Fulltime |

Purpose of Position

Establishes strategy and direction for the Engineering and Operations functions, aligning strategy with the cooperative’s strategic goals. Is a member of the senior leadership team.

Core Competencies

1. **Safety:** Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
2. **Quality of Work:** Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
3. **Productivity:** Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
4. **Technical Skills/Job Knowledge:** Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
5. **Communication:** Oral and written communication clearly convey information. Keep others informed of activities and problems in timely manner. Listen well. Respond appropriately and respectfully.
6. **Teamwork/Ability to Work with Others:** Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions, capabilities, etc. Willingly share skills, competencies, and knowledge with others. Establish and maintain strong, effective working relationships.



Benton Rural Electric Association

Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.

7. **Accountability:** Maintain excellent attendance and punctuality. Arrive on-time and be prepared to work. Accept responsibility for work and actions. Be reliable.
8. **Integrity:** Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and Benton REA members.
9. **Professionalism:** Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
10. **Support of Cooperative Goals, Policies, and Procedures:** Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
11. **Problem-Solving:** Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

Supervisor/Manager Core Competencies

1. Drive Results: Make appropriate decisions and act. Take risk and encourage others to take risk. Support others' decisions. Exercise sound judgment. Motivate team members to high levels of performance.
2. Set Example: Be looked to by others as role model. Mirror Benton REA values, goals, policies, and work requirements by example. Be visible, with positive presence. Model collaboration. Be involved in making things better in the Association and the community.
3. Provide Vision and Direction: Inspire a shared vision. Set direction that translates the Association vision into actionable plans. Create enthusiasm about the Association's future.
4. Effectively Manage Resources: Use resources effectively and efficiently to accomplish cooperative goals. Establish reasonable budgets and manage expenses within constraints. Act as change agent to pursue innovative ways to do things better.
5. Develop Self and Others: Demonstrate personal growth and learning. Encourage continuous growth and learning in others. Acknowledge and learn from mistakes. Set clear performance expectations in advance. Share timely and direct performance feedback.
6. Value People: Show respect for others and their ideas. Encourage others' involvement in making



things better. Allow flexibility in how work is accomplished. Consider others' needs when making decisions.

Job Responsibilities/Essential Functions

1. Guides the overall direction of the Engineering & Operations (E & O) Departments following the strategic and fiscal guidelines in place.
2. Works closely with every section in the E & O Department to maintain a thorough knowledge and reliability of the electrical system loads, voltage levels, reliability performance and the overall condition of the electrical system so that plans, priorities and schedules related to system improvements and maintenance may be changed as needed.
3. Leads the preparation of the annual budget for the E & O Department and reviews every section to ensure that it reflects the equipment, material, and personnel needs of the department.
4. Initiates and directs the development of the Construction Work Plan (CWP) in accordance with Rural Utilities Service (RUS) guidelines.
5. Direct the preparation of long and short-range plans for engineering and operations studies to assure adequate system capacity and service reliability.
6. Provide E & O staff with the required resources to operate the department in the most efficient and effective manner and to assure adequate system capacity and service reliability.
7. Attend monthly and special Benton REA Board Meetings, preparing recommendations and being responsive to Director inquiries.
8. Periodically reviews the amount of construction work in progress and encourages the timely close out of open jobs in accordance with RUS requirements.
9. Has overall responsibility for all emergency preparation and restoration procedures included in the Benton REA Emergency Restoration Plan (ERP); ensures that this plan is updated as needed and that all employees are familiar with their responsibilities in the event of a major storm.
10. Develop and ensure the implementation of departmental and individual goals and objectives are achieved while holding E & O staff accountable.
11. Provides oversight regarding contractors working for Benton REA and ensures that contractor jobs are properly inspected in a timely manner.



12. Promoting safe working practices and by insisting on strict observance of the Association's safety rules and regulations by all members of the E & O Departments.
13. Meets with key accounts representatives, homeowners associations (HOA's), community groups, and individual members as needed, to help educate and inform members of plans and work being done to improve the service to their facilities or homes.
14. Performs other duties as assigned, directed, or required.

Job Requirements

1. Education/Experience:
 - a. A bachelor's degree in engineering, business administration or related degree with a minimum of ten (10) years of progressively responsible electric utility experience; or an equivalent combination of education and experience.
 - b. Prefer a Professional Engineer (PE) license or Journeyman Lineman card.
2. Knowledge and Skills:
 - a. Must have knowledge in electric utility operations, systems, and safety.
 - b. Excellent interpersonal skills, including oral and written communication, oral presentations, the ability to build strong working relationships, and the ability to interact positively with employees at all levels within the organization, Benton REA board directors, and Benton REA members.
 - c. Demonstrated success in building high-performance teams and excellent organizational cultures.
 - d. Strong communication, problem-solving, and organizational skills.
 - e. Strong leadership skills, including skills in motivating and inspiring staff, building collaborative teams, solving problems, and making sound decisions.
 - f. Must be able to use office equipment such as computer, printer, copier, scanner, mobile devices, and various software.
 - g. Displays a professional image by personally being visible and available to staff and employees.
 - h. Serves as a positive role model, displays a positive attitude, and inspires others.

- i. Maintain a valid Washington State Driver’s License.

3. Mental Demands:

- a. Ability to work independently with minimal guidance and supervision.
- b. Ability to manage work functions while balancing and adjusting priorities.
- c. Ability to maintain a positive attitude, even during stressful and/or difficult work situations.
- d. Ability to work under pressure and manage conflict with professionalism.
- e. Ability to represent Benton REA effectively with key stakeholders.

4. Physical Demands:

| | Up to 1 Hr Per Day | Up to 2 Hrs Per Day | Up to 3 Hrs Per Day | Up to 4 Hrs Per Day | Up to 5 Hrs Per Day | Up to 6 Hrs Per Day | Up to 7 Hrs Per Day | Up to 8 to 10 Hrs Per Day |
|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|
| Standing | X | | | | | | | |
| Walking | | X | | | | | | |
| Sitting | | | | | | | | X |
| Keyboarding | | | | | | | X | |
| Seeing, Viewing | | | | | | | | X |
| Talking & Listening | | | | | | | X | |

a. Job May Require Lifting and/or Carrying:

| | Never | Occasionally | Frequently | Continuously |
|----------------|-------|--------------|------------|--------------|
| Up to 10 lbs. | | X | | |
| Up to 20 lbs. | | X | | |
| Up to 30 lbs. | | X | | |
| Up to 50 lbs. | X | | | |
| Up to 100 lbs. | X | | | |

b. Job Can Require:

| | Never | Occasionally | Frequently | Continuously |
|-------------------------------|-------|--------------|------------|--------------|
| Bending | | X | | |
| Squatting | | X | | |
| Crawling | X | | | |
| Climbing | X | | | |
| Reaching above shoulder level | | X | | |

c. Activities Can Include:

| | Never | Occasionally | Frequently | Continuously |
|--|-------|--------------|------------|--------------|
| Unprotected heights | X | | | |
| Around noisy machinery | | X | | |
| Exposure to marked temperature changes | | X | | |
| Driving automotive equipment | | X | | |
| Exposure to dust/fumes/gases | | X | | |

Note: Occasionally means 1% to 33%, Frequently means 34% to 66%, and Continuously means 67% to 100%.

5. Working Conditions

- a. Typically, normal office environment under normal working conditions and outside in all weather conditions, terrain, lighting, noise, etc.
- b. Use of office machines, including computer monitor, keyboard, mouse, and related peripheral devices.
- c. Travel may be required.

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The Vice President of Engineering & Operations shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Association.

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Benton REA retains the discretion to add to or change the duties of the position at any time.

Reviewed and approved: _____

Manager/Supervisor Human Resources Date

I have read and understand this explanation and job description.

Employee Signature Date

Last Modified: 7/24/2023