



Benton Rural Electric Association

POSITION DESCRIPTION

Position Title:	Electrical Engineer/Senior Electric Engineer	FLSA Status:	Exempt
Department:	Engineering	Union Status:	Non-Union
Reports To:	Engineer Manager	Employment Status:	Fulltime

Purpose of Position

To provide expertise and knowledge to ensure the Association's electric service needs are met. Provides engineering services including design and cost estimates for construction and operation of the electrical systems.

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.

Job Responsibilities/Essential Functions

1. Provides data collection, model updating, and supports the System Engineer in engineering analysis to model system electrical parameters such as voltage drop, fault current, motor starting voltage dip. Responsible for the preparation of system maps, drawings and profiles as necessary.
2. Ensure through engineering analysis that construction of electrical facilities and resolution of problems are cost-effective and are implemented at the least possible cost, based on sound engineering analysis, and are constructed in coordination with the system long-range planning. Develop and analyze system studies and recommend cost-effective system improvements. Assists in developing the system design necessary to support major projects.
3. Assists in engineering analysis for load transfers and system coordination, and is responsible to maintain supportive information for complete and accurate records and statistical reports that are necessary to facilitate detailed analysis
4. Provides maintenance of the automated collection system, as well as the Association's system control and automated data acquisition system for remote system operation
5. Provides engineering support for the development of standards and specifications for construction and makes recommendations for the operations and maintenance of system facilities based upon results from



Benton Rural Electric Association

engineering analysis.

6. Keeps the Engineering Manager properly informed as to project status so that the Engineering Manager may determine if results conform to established objectives, policies, work plans, budgets, and procedures.
7. Provides technical assistance, analysis, and specifications when requested in all aspects of proposed line extensions and material and line equipment purchasing.
8. Provide support for consultants working on Association projects as directed.
9. Responsible for upkeep of computer programs and data necessary for engineering analysis. Responsible for development and maintenance of data necessary to perform analysis of the electrical system. Coordinates with the billing department with regard to the development and retrieval of data required to facilitate analytical analysis of the electrical system.
10. Develops a technical understanding of the technology, procedures, and practices and makes recommendations of those that are applicable to the Association.
11. Advises and assists the member and public with regard to engineering problems as requested. Provides other engineering expertise and analysis as requested by the System Engineer or Engineering Manager.
12. Develops a strong technical understanding of the protocol software, computer hardware, and the communications capability necessary for the retrieval, manipulation, and creation of data utilized as part of the Association's power scheduling function. Assists in the maintenance thereof.
13. Develops a strong technical understanding of the protocol software, computer hardware and communications necessary for the remote monitoring and operation of electrical equipment installed as part of the Association's system control and automated data acquisition system. Assists in the maintenance thereof.
14. Provides at least a weekly status report to the System Engineer and Engineering Manager regarding current projects.
15. Acts as the System Engineer during those times when the System Engineer is absent, as directed.
16. Participates in staff standby duty for outages and other after-hours issues by responding to after-hours and weekend calls as requested and pursuant to the standby procedures manual provided, and by assisting others as needed when they are on standby duty.
17. Attends Benton REA management staff meetings as needed and as requested.



Benton Rural Electric Association

18. Occasionally Attends Benton REA Board of Trustee meetings as requested.
19. Assists with the Benton REA Annual Meeting, when available and as requested.
20. Performs other such job-related activities as qualified and assigned by the Engineering Manager.
21. Performs other duties as assigned, directed, or required.

Job Requirements

1. Education/Experience:
 - a. A Bachelor of Science Degree (four-year degree) in Electrical Engineering; or an equivalent combination of education and experience.
 - b. Maintain a valid Washington State driver's license.
 - c. Senior level requires a minimum of 5 years of related experience with a current Professional Engineer (PE) license.
2. Knowledge and Skills:
 - a. Must have personal computer experience, and a working knowledge of AutoCAD, word processing, spreadsheet, and database software.
 - b. Maintain a valid Washington State Driver's License.
3. Mental Demands:
 - a. Must have a practical and common-sense approach to engineering solutions.
 - b. Must be able to work with people, resolve differences in a positive and productive manner, and be willing to be a team player.

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	



Benton Rural Electric Association

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

- Typically normal office environment with low to moderate levels of noise exposure and a temperature-controlled work area with occasional work outside for various events.
- Use of office machines, including computer monitor, keyboard, mouse, and related peripheral devices.
- Travel may be required.



Benton Rural Electric Association

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The Electric Engineer 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: 11/7/2023