

CORDOVA ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

POSITION TITLE: **MANAGER OF DISTRIBUTION / PROJECT MANAGER**
DEPARTMENT: **DISTRIBUTION**

Last Reviewed: January 2025
Classification: FLSA Exempt
Reports To: Chief Executive Officer
Supervisory Responsibilities: Supervises Distribution Department
Pay Grade or Range: DOE
Position Type: Full-Time
Schedule/Hours: 8-hour 5-day weekly work schedule
Expected to work when required outside of normal hours

This is an exempt position under the supervision of the Chief Executive Officer (CEO). This role supervises the Distribution Department and is responsible for the direction and management of the department. CEC has several large capital projects slated for construction in the near future, and this position will primarily be focused on the management of capital projects and will be responsible for the successful planning, execution, monitoring, and completion of the projects.

In addition to the knowledge and understanding of electric distribution principles, the position requires an individual who regularly exercises a high degree of emotional and professional ability to manage multiple demands in a stressful environment. The position requires an individual who can speak publicly, manage a wide variety of demands, and occasionally travel to remote locations in difficult and extreme weather and terrain.

I. ESSENTIAL FUNCTIONS

- A. Leads and manages planning, design, budget, construction, and final close-out of capital projects.
- B. Monitors project process and presents status and budget updates to other managers, CEC's board, and other stakeholders.
- C. Manages established safety training in compliance with Alaska OSHA. Review and administer the CEC Safety Procedure Manual. Responsible for development, updates, and implementation of the CEC Safety Program for the Distribution Department. Ensures safe work environment and safe work practices.
- D. Supervises the Distribution Department's day-to-day activities. Reviews efficient use of crew time, equipment, and materials. Develops and implements work plans, maintenance procedures, operational guidelines, and schedules. Provides training for employees on established methods and procedures and ensures implementation. Reviews timesheets and leave requests.
- E. Develops and recommends budgetary requirements for the Distribution Department. Recommends the purchase, repair, or replacement of tools, supplies, and equipment. Authorizes purchases within budgetary constraints and in accordance with the CEC procurement policy.
- F. Identifies and recommends improvements in the Distribution Department for safety, efficiency, and effectiveness.
- G. Manages personnel issues in accordance with CEC's policies, procedures, and bargaining unit agreement. Evaluates Distribution Department personnel and develops employees through

training and by delegating responsibility when appropriate. Hires temporary employees. Participates in the hiring process for employees.

- H. Maintains statistics, documentation, and reports for the Distribution Department. Completes monthly and annual reports for distribution facilities.
- I. Evaluates CEC's electrical system on a continual basis to ensure the requirements for new, increased, or future loads are met. Determine when major system improvements should be made to ensure adequate and efficient energy.
- J. Hires contractors and ensures contract requirements are adhered to, and modified as necessary.
- K. Supervise and apply the use of engineering and land surveying principles to solve design, development, and modification problems of the electric stations, transmission and distribution system of the Cooperative.
- L. Perform and direct required work in connection with design, staking, and inspection; direct required work for the construction, maintenance, and operation of transmission and distribution lines.
- M. Evaluate and manage all distribution and generation relay protection settings, recloser/breaker maintenance and fuse coordination studies.
- N. Responsible for the preparation, development, and implementation of studies associated with long range plans; construction work plans; power requirements study; sectionalizing and voltage drop; feasibility of line extensions and special studies as assigned by the Chief Executive Officer.
- O. Direct the construction of new distribution lines by planning the overall design, preparing specifications, estimating costs, overseeing preparation of contracts, hiring consultants when necessary, overseeing the purchase of materials and equipment, and planning equipment installation.
- P. Resolve electrical and technical problems within the scope of the Tariff to provide reliable electrical service and to maintain good member relations.

Employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable an employee with a disability to perform the essential functions of the job, absent undue hardship.

The above items are not intended to be all-inclusive of essential functions or requirements of this position as they are subject to change based on operating necessity of the utility.

II. QUALIFICATIONS

Qualified candidates for this position will have the relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

Required Qualifications/Experience:

- A. High School Diploma or equivalent.
- B. Experience in project management, with a proven track record of successful project completion.
- C. 10 years of progressively responsible supervisory experience with power distribution; or five years experience with a Bachelor's Degree.
- D. A valid State of Alaska driver's license, or ability to obtain one within 30 days of employment.

Preferred Qualifications/Experience:

- A. Bachelor's Degree in engineering or related technical field; Electrical Engineering preferred.

- B. Demonstrated success in financial and operational management, employee development, operation and maintenance of distribution systems, and the implementation of a successful safety program and procedures.

Required Knowledge, Skills, and Abilities:

- A. Knowledge and application of basic engineering and project management principles, including specification and coordination of equipment and vendors.
- B. Working understanding of project management and engineering principles, concepts, and practices.
- C. Strong public speaking skills and communication ability.
- D. Read maps, specifications, staking sheets, blueprints, and complex diagrams.
- E. Read and understand newspapers, periodicals, journals, and manuals.
- F. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- G. Exercise good judgment by selecting, using, and adjusting body parts, tools, or work aids to work, move, guide or place objects or materials accordingly.
- H. Accurately and quickly proofread documents prepared by Cooperative supervisory, managerial, and professional personnel to make quick and accurate modifications where needed, and to produce staking sheets, reports, word processing materials, spreadsheets, and other materials common to an electrical cooperative at a professional level.
- I. Must have the ability to read detailed information from printouts, computer screens, or other printed or written materials in English. Must have the ability to write detailed information in English. Working knowledge of personal computer applications including database, spreadsheet, word processing, and computer-aided drafting is required.

The requirements listed in this job description are not intended to be all-inclusive, as the employee will also be required to perform other business-related duties as assigned by the immediate supervisor and other management personnel.

III. ADDITIONAL DUTIES & RESPONSIBILITIES

Incumbent must be able to do the following:

- A. Learn and apply applicable RUS and CEC policies, procedures, and regulations.
- B. Possess a high level of confidentiality.
- C. Participates in CEC safety meetings.
- D. Work independently and with minimum supervision.
- E. Organize work and meet deadlines.
- F. Develop a knowledge of current federal, state, and local laws as they relate to this position.
- G. Effectively communicate information verbally and in writing.
- H. Establish and maintain a positive, effective working relationship with all employees, the general public, and project vendors and consultants in an efficient and effective manner.
- I. Follow all OSHA and other applicable safety standards and perform the duties of this position in a safe and efficient manner.
- J. Inspect work after completion to make certain it has been performed properly and in accordance with applicable specifications and codes.
- K. Accept responsibility for the accuracy of completed work.
- L. Be able and willing to work irregular hours or long continuous periods of times to meet the needs of the Cooperative when they arise including callout duties for outage response.
- M. Participates in general staff meetings to develop future plans and to confer on mutual difficulties with other staff members.

IV. PHYSICAL AND OTHER DEMANDS

Cordova is an isolated, remote town, inaccessible by road, and subject to extreme weather. Candidates must be prepared for living and working in this location.

Physical Demands:

- A. Requires traversing over uneven ground and around obstacles while carrying equipment and materials under a wide variety of weather conditions.

<u>Physical Requirements</u>	<u>Frequency</u>	<u>Description/Activity</u>
Stay Stationary	Up to 8 or more hours a day	Meetings/Office work
Move/Traverse	Up to 8 or more hours a day	Site visits/inspections
Lift/Transport	Occasional	70 pounds
Ascend/Descend	Occasional	Ladders/stairs

Work Conditions:

- A. Must be able to work in variable weather conditions (including but not limited to rain, high winds, temperature in excess of 80° F or below -10° F, large amount of snow, long periods of darkness, etc.).
- B. Outside conditions may include exposure to seasonal pollen, bee stings, insect bites, and wild animals.
- C. Must be able to work long hours in stressful conditions when restoring power during storms or other outages.
- D. Must be able to travel to remote work locations, using light planes, boats, snow machines, and other methods of transportation, sometimes under hazardous conditions.
- E. May in rare circumstances require sleeping in locations without beds and preparing own meals in locations that lack amenities common to commercial public accommodations.

V. SIGNATURES

CEC reserves the right to revise or change position duties and responsibilities with or without notice. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description:

Employee

Date

CEO

Date