

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION
Chief Operating Officer

I. JOB SUMMARY

CVEA's Chief Operating Officer (COO) is responsible for advancing the Strategic Mission of the Cooperative by:

- A. Evaluating and implementing new and existing technology to improve system reliability and reduce our dependence on diesel fuel
- B. Providing leadership and direction to the Cooperative's engineering, power generation, operations, environmental and regulatory compliance, and safety functions. This position is responsible for overall safe, reliable, and efficient production, transmission, and distribution of electricity
- C. Acting as the project manager on major capital projects and upgrades on the power generation, distribution, and transmission system
- D. Acting as the technical and budget liaison to the Chief Executive Officer (CEO) and Board of Directors, providing information on potential future projects as well as current project status updates
- E. Representing the Cooperative as needed within the community and the industry
- F. Providing signing authority to documents that require a corporate officer approval
- G. Filling in for the Chief Executive Officer as needed

II. POSITION INFORMATION

Position Type:	Full-Time/Non-Represented
FLSA Classification:	Exempt
Location Base:	Valdez or Glennallen
Reporting Relationships:	
Reports to:	Chief Executive Officer

Supervises: Power Generation Manager
 Operations Manager
 Regulatory & Compliance Specialist
 Senior Engineer/Engineering Consultants

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Chief Operating Officer performs all essential functions and responsibilities in a safe and efficient manner using industry best practices. In addition to the specific functions described below, the essential functions of this position also require attendance at all assignments and job sites and the ability to understand and adhere to all safety standards. If requested, reasonable accommodation may be provided to enable individuals with disabilities to perform these essential functions.

A. Advance of Strategic Plan

1. Strategic planning and execution of strategic plans, especially relating to the technical facets of the Cooperative
2. Develop and set into motion significant engineering, power generation, and operations projects
3. Collaborate with the management team in developing contracts for supply of energy and related services
4. Apply new and existing technologies to further our strategic plan
5. Interface with the CEO and Board of Directors to gain acceptance of new and ongoing projects and programs
6. Report and update on project progress and seek input and approval as major changes may require

B. Personnel/Supervision

1. Communicate with employees on an ongoing basis providing updated information on the Cooperative's goals and major plans
2. Supervise assigned personnel
3. Ensure efficient use of Cooperative employees' time
4. Work with management team to meet the goals of the Cooperative both internally and externally
5. Develop employees and direct training as needed
6. Administer union contracts, including disciplinary measures when needed
7. Perform on-call duty, respond to outages and system emergencies when necessary
8. Handle situations that cannot be resolved at the supervisor level
9. Work with executive staff to negotiate contract language changes

C. Regulatory/Compliance

1. Direct the overall safety, environmental, and regulatory compliance for the Cooperative
2. Administer safety and regulatory requirements with FMCSA, OSHA, AKDOT, AKDEC, NEC, NESC, FERC, CVEA Safety Manual, Raptor Program, and others
3. Oversee oil spill plans including reporting, cleanup, and soil remediation
4. Oversee PCB program, including policies, records, and employee requirements for handling of potential PCB or PCB-contaminated equipment
5. Perform surveys and inspections as required by CVEA's insurers
6. Ensure compliance with all regulations that impact system operations and capital projects
7. Support the Cooperative's air quality program to include permitting and compliance monitoring of issued air permits
8. Ensure that utility standards and prudent utility practices are maintained

D. Safety, Training Programs, & Risk Management

1. Periodic review and update of the CVEA Safety Manual
2. Conduct random job site safety inspections to ensure compliance
3. Perform Safety Incident Investigations/Root Cause Analysis as required
4. Review accidents and verify that corrective measures are taken including internal and external reporting as necessary
5. Implement safety incentive program
6. Facilitate training programs
7. Oversee the implementation of OSHA rules and develop CVEA policies and procedures as required
8. Educate the workforce as to the risk management program and their responsibilities
9. Oversee Personal Protective Equipment
10. Oversee dispatch Clearance Procedures
11. Support the Cooperative's risk management program consistent with the organization's mission and strategic goals while complying with state and federal laws and appropriate safety and risk management standards
12. Actively participate in committees related to risk management and safety
13. Support the development and implementation of emergency action plans, disaster recovery plans and other plans created for the safety and wellbeing of the Cooperative members and employees
14. Oversee avalanche response and Avalanche Safety Plan
15. Oversee a system to track employee credentials, training, and testing requirements

E. Governmental Affairs

1. Assist with native allotment issues as directed by CEO
2. Oversee right-of-way management, easement releases and easement modifications
3. Participate in community activities including serving on city-appointed task forces

F. Technical Support

1. Interface with contract engineering services or design during the development and execution of new projects
2. Serve as the technical and project management liaison between consulting engineering services and CVEA management
3. Read and interpret blueprints, technical drawings, schematics, and computer-generated information
4. Confer with engineers and other personnel to implement projects, resolve system malfunctions, and provide technical information
5. Research and analyze design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications
6. Recommend design modifications to eliminate equipment or system malfunctions
7. Estimate costs and submit bids for engineering and construction and prepare contract documents
8. Participate in specification of new equipment and material standards
9. Provide technical advice and assistance to support workforce
10. Implement modifications to generation assets which may be required to comply with air emissions standards

G. Budgetary Oversight

1. Oversee and coordinate the budget process for the operations, power generation, engineering, environmental and regulatory compliance, and safety functions
2. Review and control expenditures to comply with the budget

H. Project Management

1. Prioritize and direct work as appropriate to ensure goals are advanced, especially in the project development area
2. Act as an engineering consultant to the power generation, operations, and engineering staff
3. Responsible for the development and administration of contracts for technical consultants and contractors

I. Operations & System Planning

1. Help develop Cooperative standards, line extension policies, work plan, and consumer information
2. Oversee outage management and required mitigation measures
3. Oversee equipment testing, disposition of contaminated equipment, and recordkeeping
4. Support unannounced inspections by government agencies
5. Oversee Raptor Protection Program
6. Oversee installation, maintenance, and repair to ensure that equipment is installed and functioning according to specifications
7. Ensure timely and efficient maintenance of power generation, distribution, and transmission facilities
8. Manage contractor crews when needed
9. Oversee the Cooperative's fleet of vehicles and equipment

J. Tariff

1. Make interpretations and administer line extension policies
2. Oversee billings for consumer damages and nontariff work performed by CVEA
3. Assist with addressing customer inquiries on electrical needs, construction scheduling, high usage problems, and power quality complaints

K. Other Duties

1. Ensure property protection and building security
2. Participate in community activities as requested by the CEO
3. Other duties as assigned
4. Provide quality customer service
5. Resolve consumer concerns when required

IV. MINIMUM QUALIFICATIONS

A. Education/Experience

A minimum of a bachelor's degree is required, with a preference in engineering. Electrical engineering is most preferred. Work experience of equivalent education may be accepted.

Five to eight years' experience in power generation, distribution, or transmission systems. Experience in all phases of operation and maintenance of a FERC licensed hydroelectric project, diesel, and gas turbine familiarity preferred.

B. Certifications/Licenses

A valid Alaska Driver's License is required.

C. Knowledge/Skills/Abilities

The Chief Operating Officer should possess the following:

1. Effective management skills and ability to supervise employees
2. A thorough knowledge of the principles of generation, construction, and maintenance of distribution and transmission system through 138 kV and a strong working knowledge of hydro and internal combustion generation operation and integration
3. Thorough knowledge of policies, procedures, and engineering practices associated with the operation of a rural electric cooperative
4. Knowledge and ability to coordinate the engineering and design of distribution, transmission, and generation systems
5. Good oral and written communication skills
6. Proficient in Microsoft Office (particularly Excel), Outlook, Smartphone, use of electronic devices
7. Motivation and ability to work successfully under pressure
8. Demonstrated ability to multitask and adhere to deadlines
9. Calculate and reason to solve problems encountered related to all aspects of the position
10. Interact appropriately and communicate effectively with a variety of individuals, including coworkers, vendors, members, local businesses, and others through various avenues of social and digital media, by phone, and in person

D. Physical Activities and Demands

This position is considered a light work position. In order to complete the essential functions, the Chief Operating Officer will be required to perform the following:

Constantly (C) Frequently (F) Occasionally (O) Seldom (S)

1. Efficient utilization of all office machines/equipment including but not limited to computer, printer/copiers, land line and smartphones (C)
2. Sit for extended periods of time when driving between districts or to job sites, while participating in meetings, or when performing routine daily office duties (F)
3. Access files and/or equipment to perform duties which may include bending, stooping, latching/unlatching, or lifting up to 50 pounds (S) Verify accuracy of data, reconcile schedules, code invoices, read and apply studies and documentation, draft reports, and review/approve purchase orders (F)

4. Supervise and plan work for department as required (F)
5. Analyze and evaluate information necessary to establish and meet budgets, report on projects, and maintain detailed project records (F)
6. Plan and supervise department work and performance (F)

E. Work Environment

Work is primarily located inside, in an enclosed office. Environmental conditions may change slightly with respect to heat, cold, fumes, dust, or ventilation but are typically maintained at regular office conditions. Occasionally subject to extreme noise and vibration when conducting power plant tours. Occasionally subject to extreme cold and slippery surfaces while attending meetings in the winter.

F. Travel Requirements

Work assignments frequently require the employee to drive a vehicle between CVEA's Copper Basin and Valdez districts and to remote locations in CVEA's service territory, on both a scheduled and emergency basis. Overnight stays may be required on an occasional basis. Travel for training and industry meetings is often out of district and occasionally out of state which could require up to a week of travel.

Complete achievement of certain of the above specifications may not be required if, in the opinion of the CVEA hiring supervisor, a particular candidate possesses significant offsetting characteristics such as past accomplishments, experience, or education. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

V. OTHER JOB DUTIES

CVEA reserves the right to revise or change the position authorities and responsibilities as the need arises with or without advance notice. This position description does not constitute a written or implied contract of employment.

VI. SIGNATURE

Approved: Jaime L. Matthews
Chief Executive Officer

Date: May 15, 2025