

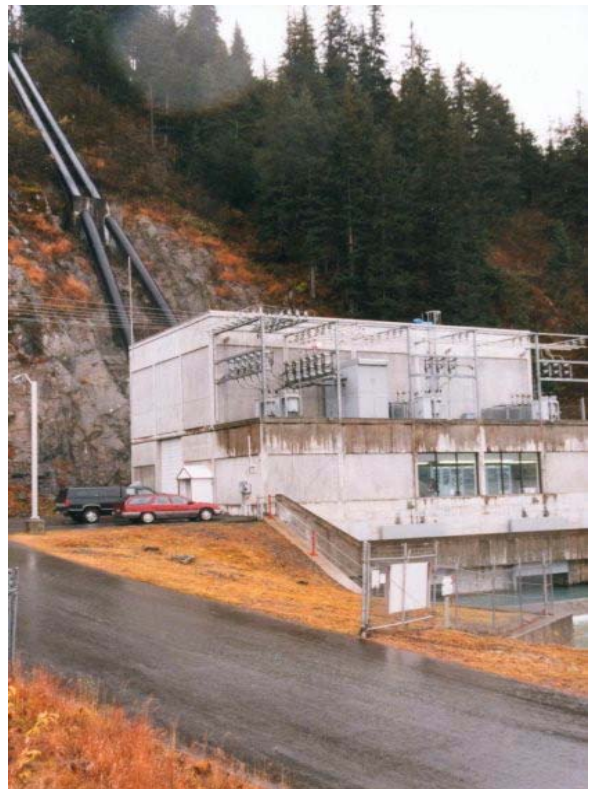
COPPER VALLEY ELECTRIC ASSOCIATION, INC.

MECHANICAL ENGINEER Position Vacancy Announcement



Glennallen Diesel Plant & Substation

Serving the
Copper River Basin
& Valdez Alaska



Solomon Gulch Hydro Plant



Transmission Line & Trans Alaska Pipeline

June 2010

**COPPER VALLEY ELECTRIC ASSOCIATION, INC.
POSITION VACANCY ANNOUNCEMENT**

**Mechanical Engineer
Valdez, Alaska
June 2010**

Copper Valley Electric Association seeks a team-oriented individual to join its Team. CVEA serves 3,800 customers with 38 full-time employees over 500 miles of distribution and 106 miles of transmission line in the Copper River Basin and Valdez regions of Alaska.

CVEA's corporate headquarters is located on the western boundary of the Wrangell-St. Elias National Park and Preserve in rural Glennallen, approximately 180 miles east of Anchorage. CVEA maintains a district office in Valdez, Alaska. The Mechanical Engineer position is based out of the Valdez office.

Position Responsibilities

The successful candidate will support, maintain and improve the various assets of the Cooperative's power generation and distribution portfolio by improving reliability, efficiency, diversity and infrastructure necessary to ensure the reliable operations of the system. This position will interface with contract engineering services or design during the development and execution of new projects and serve as the technical liaison between consulting engineering services and CVEA Management.

The development and implementation of modifications to generation assets may be required to comply with air emissions standards. The position will be responsible for development of budgets, schedules, and plans for assigned projects and initiatives. Leadership of project teams is required to develop and execute projects on schedule and within budget. Participation is required in the development of various maintenance programs and procedures to ensure generation assets remain viable, functionally and economically. The Mechanical Engineer is responsible for generating various reporting mechanisms to track and communicate general and specific status of projects and programs.

Proven technical abilities and knowledge of business and management principles involved in department level strategic planning, leadership technique, Cooperative goals and objectives and coordination of people and project teams are required. Routine and emergency travel is required between the Copper Basin and Valdez Districts.

Qualifications

A minimum of a Bachelors Degree in Mechanical Engineering is required. Three to five years experience in an engineering capacity involving power generation and demonstrated project management and leadership experience is also required.

Compensation/Benefits

This position is salary exempt. The successful applicant is expected to perform as necessary to accomplish the responsibilities of the position. CVEA maintains a competitive range in grade base pay compensation plan, which is updated annually. Initial placement in the plan depends upon experience and qualifications. The salary range for this position is \$80,000-\$90,000 annually, depending upon qualifications and relevance of professional experience of the candidate. CVEA maintains a comprehensive benefit program. Relocation assistance is available. CVEA is an Equal Opportunity Employer.

Benefit Programs

- Major medical, dental, vision (pretax premium cost-sharing for dependent coverage required)
- Life insurance, supplemental life, dependent life
- Accidental death and dismemberment
- Business travel accident
- Short-term disability
- Long-term disability
- Defined benefit retirement program (benefit equals 2% times high salary times years of service, maximum of 30 years, one year waiting period unless prior industry experience)
- Defined contribution retirement program (employer contribution 4% matching, one year waiting period for Employer contributions unless prior industry experience)
- Paid time off (includes sick leave, 24 days first year, 30 days after 8th year)
- Paid holidays (12)

Application Requirements

Click on this link, CVEA.org > [About Us](#) > [Careers](#), for more details and an application packet, which is required to be considered for this position. Comprehensive reference and background checks will be performed.

For more information about this excellent opportunity to live and work in Valdez, Alaska, call or forward questions and information to the email listed below:

Nancy Heidelberg, Executive Assistant
Copper Valley Electric Association, Inc.
P.O. Box 45
Glennallen, Alaska 99588
(907) 822-8342
Fax: (907) 822-5586
Email: jobs@cvea.org
Website: www.cvea.org



COPPER VALLEY ELECTRIC ASSOCIATION, INC.

STANDARD EMPLOYMENT APPLICATION FORM

Information for Applicants

1. CVEA accepts applications only for open positions. Applications are not maintained on file for future positions once a position applied for has been filled.
2. **All candidates must complete an application before a job offer can be made.** A resume submitted to CVEA does not constitute an "application for employment." A resume may be submitted to supplement information required by the application. It is not necessary to duplicate information required on the application that is included on an attached resume.
3. All employees who either operate a CVEA vehicle, or could reasonably be required to operate a CVEA vehicle, must have a valid Alaska driver's license for the vehicle operated and a driving record which is acceptable and insurable by CVEA's insurance carrier.
4. CVEA requires a pre-employment alcohol and drug use screening and/or a physical exam for all persons who accept job offers. The exam will be paid for by CVEA.
5. As an applicant for employment I understand that no employment contract is being offered, that my employment is for no definite period of time, and that CVEA can change wages, benefits, and conditions at any time, and I understand that a condition of employment is the agreement that the policies and benefits of employment may be changed unilaterally and that no vested rights in pre-existing rights or benefits shall exist. Although the employer makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, or a work schedule other than Monday through Friday. I further understand that CVEA will observe all labor agreements which are in effect.

I understand that if employed I am required to abide by all rules, regulations, and policies of CVEA.

Signature of Applicant

Date

CVEA is an EEO Employer

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Please complete the attached Voluntary Affirmative Action Questionnaire. Completion of the voluntary questionnaire will not affect CVEA's employment decision.

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
EMPLOYMENT APPLICATION
(Please Print)

Date of Application _____

Position Applied for _____

 Last Name

 First Name

 Middle Name

 Address: Street

 City

 State

 Zip

 Telephone:

 Home

 Cell

 Email Address

 Social Security Number

GENERAL INFORMATION

	YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your current employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you available to work:		
Full Time	<input type="checkbox"/>	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work	<input type="checkbox"/>	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if a job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Can you work overtime if necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid Alaska driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Current license number: _____		
State: _____		
Have you ever filed an application with CVEA before?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give date _____		
Have you ever been employed with CVEA before?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give date _____		

	YES	NO
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>(Proof of citizenship or immigration status will be required upon employment)</i>	<input type="checkbox"/>	<input type="checkbox"/>

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
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Have you been convicted of a felony within the last seven (7) years? <i>(Conviction will not necessarily disqualify an applicant from employment)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, please explain: _____

Has your application for bond ever been rejected or do you have any reason to believe your application for a fidelity bond might be rejected?	<input type="checkbox"/>	<input type="checkbox"/>
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Have you ever been denied government security clearance?	<input type="checkbox"/>	<input type="checkbox"/>
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Are you related, directly or through marriage, however remotely, to any present CVEA employee, or to any member of CVEA's Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>
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If so, in what way? _____

Has your driver's license ever been revoked or suspended?	<input type="checkbox"/>	<input type="checkbox"/>
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MILITARY STATUS

Complete this section if you served in the U.S. Armed Forces

Branch of Service	Period of Active Duty (month/year)
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Rank at Discharge	Date of Final Discharge	Discharge Status (optional)
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Describe your duties and any special training:

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

TEN YEAR EMPLOYMENT AND SALARY HISTORY

(REQUIRED)

Please give accurate, complete full-time and part-time employment record for the last ten years. Start with your present or most recent employer. Use additional sheets if necessary. It is not necessary to duplicate information contained on your resume.

Employer	Employed (month & year) From To
City & State	
Position Title	Ending Monthly Salary
Supervisor & Current Phone Number	

Employer	Employed (month & year) From To
City & State	
Position Title	Ending Monthly Salary
Supervisor & Current Phone Number	

Employer	Employed (month & year) From To
City & State	
Position Title	Ending Monthly Salary
Supervisor & Current Phone Number	

Employer	Employed (month & year) From To
City & State	
Position Title	Ending Monthly Salary
Supervisor & Current Phone Number	

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

REFERENCES

(REQUIRED)

EMPLOYMENT REFERENCES

1. Name	Title
Company	Phone Number

2. Name	Title
Company	Phone Number

3. Name	Title
Company	Phone Number

PERSONAL REFERENCES (Include no more than one college faculty member; do not include former employers or relatives.)

1. Name	Years Known
Title or Occupation	Current Phone #

2. Name	Years Known
Title or Occupation	Current Phone #

3. Name	Years Known
Title or Occupation	Current Phone #

COPPER VALLEY ELECTRIC ASSOCIATION, INC.

PLEASE READ CAREFULLY

**Applicant Authorization and Consent for Release of Information
(REQUIRED)**

We truly welcome your application with Copper Valley Electric Association (CVEA). We require, as a condition of employment, that you consent to and authorize a pre-employment background check, including verification of information submitted on your application or resume.

This release and authorization acknowledges that this company may now, or at any time while you are employed, conduct an inquiry into your education, previous employment/work history, contact personal references, motor vehicle records, and receive any criminal history record information pertaining to you which may be in the files of any Federal, State, or local criminal justice agency and/or other information as deemed necessary to fulfill the job requirements, and to the fullest extent permitted by law. The results of this verification process will be used to determine employment eligibility.

I authorize CVEA and any of its agents or attorneys to conduct the inquiry authorized by this Release. I further authorize CVEA to disclose verbally and in writing the results of this inquiry and/or interview to the designated authorized representatives of CVEA.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. Any false statements can result in denial of employment or discharge from employment.

I have read and understand this Release and Consent, and I authorize the background inquiry and verification. I authorize persons, schools, current and former employers, and other organizations and agencies to provide CVEA, its agent or attorneys, with all information requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information, and also waive any right to notice of any such release. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge CVEA, its employees or agents, and its associated, agents, and attorneys, to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency or court, arising from the retrieving and reporting of the information authorized by this Release.

Applicant Name: (first, middle, last) Printed

Date

Signature

Social Security Number

Address (permanent residence street address)

Drivers License Number State

City and County

Phone

State and Zip Code

Birthdate

DEFINITIONS OF RACIAL/ETHNIC GROUPS

The Racial/Ethnic groups for required statistics and reporting are defined as follows:

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: A person having origins in any of the black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, South East Asia., the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Alaska Native or American Indian: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

DEFINITIONS FOR DISABLING CONDITION

Disabled Person: Any person who has a physical or mental impairment which substantially limits one or more of such a person's major life activities. Physical impairment is defined as any physical disability, infirmity, malformation, or disfigurement which is caused by bodily injury, birth defect, or illness, including epilepsy, and includes any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, or physical reliance on a guide dog for the blind, wheelchair or other remedial appliance or device.

Visual and Hearing Impairment: Loss of vision or hearing to a degree which substantially limits one or more major life activities.

Developmental Disability: A group of disabilities that affects a person during the developmental stages of his/her life and usually continues indefinitely and which constitutes a substantial handicap to his/her functioning. Conditions included in this category are mental retardation, cerebral palsy, epilepsy, and autism.

Other Physical Impairment: Physical impairments not included in the three definitions above including orthopedic abnormalities, missing or crippled limbs and extremities (which can be congenital or caused by trauma or diseases such as arthritis, rheumatism, or polio). Motor impairments (which can be the result of injury or other conditions), cardiovascular or neurological disorders (such as heart disease, paraplegia, multiple sclerosis, or Parkinson's disease), diabetes, tuberculosis, cancer, and obesity.

Psychological Impairment (Mentally Restored): Returned to health after mental illness.

Chemical Dependence: A dependence on alcohol or drugs to a degree which substantially limits one or more life activity.

Multiple Disabilities: More than one disability. Multiple disabilities could occur in two or more different categories or within a single category.

Other Disability: A disability that does not fit into any of the above categories

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION
Mechanical Engineer

I. OBJECTIVES

Support, maintain and improve the various assets of the Cooperative's Power Generation and Distribution portfolio by improving reliability, efficiency, diversity and infrastructure necessary to ensure the reliable operations of the system.

II. REPORTING RELATIONS

A. Reports to: Manager of Power Generation

B. Supervises: None

III. CONTACT WITH OTHERS

A. Inside

1. Employees of all departments
2. Department managers

B. Outside

1. Vendors
2. Consultants
3. Industry personnel

IV. TIME PERCENTAGE ALLOCATION

- | | |
|------------------------|-----|
| A. Administrative | 10% |
| B. Projects | 40% |
| C. Engineering Support | 35% |
| D. Other | 15% |

V. AUTHORITIES AND RESPONSIBILITIES

A. Administrative 10%

Generate various reporting mechanisms to track and communicate general and specific status of projects, programs and other initiatives in play and others as assigned. Knowledge of business and management principles involved in department level strategic planning, leadership technique, Cooperative goals and objectives and coordination of people and project teams.

B. Projects 40%

Develop budgets, schedules, and plans for assigned projects and initiatives. Serve as project manager providing oversight during the development and execution of various projects and initiatives as assigned. Lead project teams to develop and execute the project on schedule and within budget. Participate in the development of various maintenance programs and procedures to ensure generation assets remain viable, functionally and economically. Seek avenues and methods to improve the efficiency and reliability of the existing generation portfolio.

C. Engineering Support 35%

Interface with contract engineering services or design during the development and execution of new projects. Serve as the technical liaison between consulting engineering services and CVEA Management. Develop and implement modifications to generation assets which may be required to comply with air emissions standards. Work with plant operators for the repair of equipment deficiencies and the resolution of long standing or repetitive failures.

1. Read and interpret blueprints, technical drawings, schematics and computer generated information
2. Confer with engineers and other personnel to implement projects, resolve system malfunctions, and provide technical information
3. Research and analyze design proposals, specifications, manuals and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications
4. Investigate equipment failures and difficulties to diagnose faulty operation, and make recommendations for repairs
5. Oversee installation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications
6. Recommend design modifications to eliminate machine or system malfunctions
7. Estimate costs and submit bids for engineering and construction and prepare contract documents
8. Analyze component monitoring systems and protocols and make recommendations to harden unit reliability

D. Other 15%

1. Provide engineering support as necessary to implement and sustain improvements and initiatives in the Cooperative's best interests
2. Other duties as assigned

VI. NOTES

This Cooperative reserves the right to revise or change the position authorities and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Approved: 
Chief Executive Officer

Date: May 29, 2010

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION SPECIFICATIONS
Mechanical Engineer

EDUCATION

A minimum of a Bachelor's Degree in Mechanical Engineering.

EXPERIENCE

Three-five years experience in an engineering capacity involving power generation. Three to five years of demonstrated project management and leadership experience.

ABILITIES AND SKILLS

1. Demonstrated proficiency managing projects to include schedule, budget and implementation aspects
2. Team building
3. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions
4. Ability to consider the relative costs and benefits of potential actions to choose the most appropriate course of action
5. Demonstrated time management skills
6. Proficiency in written and oral communications and comprehension
7. Ability to apply general rules to specific problems to form conclusions; the ability to combine pieces of information to form general rules or conclusions
8. Ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards
9. Ability to develop specific goals and objectives to prioritize, organize and accomplish position responsibilities
10. Ability to learn and work in a team environment
11. Proven problem solving capability
12. Ability to effectively manage multiple tasks
13. Possess strong organization skills
14. Ability to analyze and understand trends associated with equipment monitoring tools and make proactive recommendations for repair or replacement frequencies; ability to evaluate holes or gaps where continuous equipment monitoring is warranted
15. Ability to review component and machine level technical information, field information, sample results or other in order to optimize preventative maintenance

NOTE

Complete achievement of certain of the previous specifications may not be required if, in the opinion of the Cooperative 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.

Routine and emergency travel is required between the Copper Basin and Valdez Districts.

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION PHYSICAL AND MENTAL REQUIREMENTS
Mechanical Engineer

EQUIPMENT AND TOOLS

The physical and mental abilities to use the following equipment and tools are considered requirements of this position:

Computer
Telephone

Copy machine
Electronic test equipment

PHYSICAL ABILITIES

Except where otherwise noted, the physical abilities listed are considered to be "light work" requiring less than 40 pounds of exertion. In most cases, examples of work requirements are given, but this should not be considered a complete listing of where the physical abilities must be met. Remote node access from antennas on top of buildings to terminals located six feet or higher from ground. Work is required at remote location access such as substations or valve-house.

Lifting and Carrying:

Up to 60 pounds on an occasional basis
Moving materials in the warehouse from loading dock to shelves of six feet in height
Lifting hardware, relays, batteries, monitors, etc

Driving:

Operate transportation vehicle for travel between districts

Office Machines:

PC, terminal, fax machine, copier, printer

Hearing and Talking:

Phone use
Face-to-face communications

Eye-Hand Coordination:

Use of hand tools
Transcribing written data to the computer
Filing
Type into preprinted forms

Keyboarding:

Computer
Phone

Mobility:

Standing Stooping
Walking Squatting
Bending Climbing

Grasping/Holding:

Files Phone
Paper Writing utensils

Writing:

A moderate amount of hand documentation is required

Reaching:

Accessing supplies and equipment
Filing

MENTAL ABILITIES

The following list of mental abilities are considered necessary to perform the essential functions of the position as set out in the "Authorities and Responsibilities" of the Position Description.

Administrative:

Analysis, checking work, planning, recordkeeping, reporting

Written Communication:

Produce monthly reports, project specific report, follow-up on vendors and maintenance contracts, and day-to-day correspondence

Accuracy and Detail:

Database entry support and spreadsheet formula and data accuracy

Deadlines under Pressure:

Budget, monthly reports, maintenance contracts, adhere to the outlined schedule for a project

ENVIRONMENTAL

Work is located both inside and outside. Inside - environmental conditions may change slightly with respect to heat, cold, fumes, dusts, or ventilation but are typically maintained at regular office conditions. Outside – winter conditions could be extreme due to snow, wind, and temperature.