



GLENNALLEN
Co-op Headquarters Office



**COPPER VALLEY ELECTRIC
ASSOCIATION, INC.**

COMMUNICATIONS TECHNICIAN



VALDEZ
Co-op District Office



CVEA: A Stand Alone, Member Owned Co-op

The Copper Valley, in east Alaska, also known as the Copper River Basin,

encompasses approximately 20,649 square miles and is bounded by the Chugach National Forest to the south, the Alaska Range to the north, Wrangell Mountains of Wrangell-St. Elias National Park and Preserve to the east, and the Talkeetna and Chugach Mountains to the west. This vast region has 9 of the 16 highest mountain peaks in North America. The Copper River, one of the major rivers on the continent, has its headwaters in Copper Lake, at the base of the Wrangell Mountains and bisects the region, flowing 250 miles to the Gulf of Alaska near Cordova. The Copper River supports a world famous population of Red Salmon. The Copper Valley offers great outdoor activities such as hiking, hunting, fishing, and much, much more.

The City of Valdez, population 4,353, is located in Southcentral Alaska on the northeast tip of Prince William Sound. Valdez is 305 road miles east of Anchorage, and 364 road miles south of Fairbanks. The City encompasses 222.0 square miles of land and 55.1 square miles of water. The City was founded just prior to the turn of the 20th Century as a gateway to the “All-American Route” to interior gold and copper fields. Incorporated since 1901, the community’s first hundred years have been marked by a number of significant events, the most notable of which are the 1964 Alaska Earthquake, being chosen as the terminus of the Trans-Alaska Pipeline and the 1989 Exxon Valdez Oil Spill. Valdez is known for great salt water fishing in the summer and extreme skiing in the winter.

Vision: To reduce or eliminate our dependence on fossil fuel and stabilize the Cooperative’s cost of generation with regional, sustainable resources.

Mission: To provide exceptional customer service through safe, reliable, cost-effective electric service and programs.

About CVEA

- Provides electric service to over 3,800 business and residential customers in the Copper River Basin and Valdez regions of the state
- Covers a large area: 160 miles north to south and 100 miles east to west covering a geographic area roughly the size of the state of West Virginia
- Along with generation facilities in both districts, CVEA maintains offices and customer service support in both districts.
- Winter dependence on fossil fuel for generation
- Not interconnected electrically to any other utility

CVEA Assets

- 42 full time Alaskan employees
- Over 500 miles of distribution and transmission line
- 8 substations, 5 power plants
- Solomon Gulch Hydro, Allison Creek Hydro, Cogen Plant, 2 Diesel Plants
- SCADA system with remote control of all generating plants from one main station
- Density of 9 customers per mile

CVEA is a relatively small electric cooperative but has diverse power generation capabilities. There are multiple power plants: one diesel plant located in Glennallen and one in Valdez, a cogeneration plant located at the Petro Star Valdez Refinery. CVEA generates most of its energy from the Solomon Gulch Hydroelectric facility in Valdez. The Allison Creek Hydroelectric facility came online in 2016.

A 106-mile transmission line interconnects the two areas of the state so CVEA can distribute the most economic power available, no matter which plant generates it. Within the two districts, over 400 miles of distribution line provides power to the consumers.



**CVEA's
Communications
Technician provides
support, maintenance,
and improvements to the
cooperative's
communications
infrastructure.**



Position Duties and Responsibilities:

- Manages the cooperative's generation, energy delivery and operations communication systems
- Provides technical support to various departments
- Assists in developing documentation to support the various communications systems
- Uses discretion on behalf of CVEA to manage projects associated with the improvement of communications functions for continued and improved system operation

The Ideal Candidate Must Demonstrate:

- A strong technical aptitude
- The ability to learn and work in a team environment
- Good communications skills, both written and verbal
- Proven problem solving capability
- The ability to effectively manage multiple tasks
- Strong organization skills

Education and Experience

- A minimum of a high school diploma or GED is required; an Associate's Degree in a relevant technical field (electronics, IT or other) with field experience is preferred
- One to three years of experience in a technical field is preferred but not required

Additional Requirements

- This position is based out of the Valdez office
- Valid Alaska driver's license
- Routine and emergency travel is required between the Copper Basin and Valdez Districts
- Travel time could be up to 50 percent

Compensation

The salary range is \$20-\$25 per hour, depending upon qualifications and relevance of experience of the candidate.

CVEA maintains an excellent benefits program.

- Major medical, dental, vision
- Life insurance, supplemental life, dependent life
- Accidental death and dismemberment
- Business travel accident
- Short-term disability and long-term disability
- Defined benefit retirement and contribution retirement program
- Paid time off
- Paid holidays (9)
- Regular work week is Monday-Thursday, 7 a.m.-6 p.m.

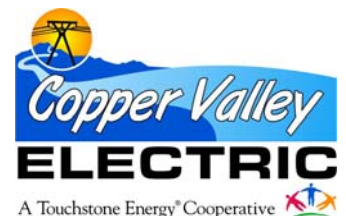
To Be Considered

CVEA's application process is strictly confidential. Applications will be accepted until 6 p.m., Wednesday, March 13, 2019. An electronic application is recommended and preferred. Comprehensive reference and background checks will be performed.

To be considered for the position, the attached CVEA Application is required. Resumes may be submitted in addition to the application. Resumes submitted without the application will be considered nonresponsive.

Candidates who possess the best overall match for CVEA's outlined criteria may be initially interviewed via telephone by the position's immediate supervisor or department manager. Onsite interview arrangements will be made by and expenses will be paid by CVEA.

For more information about this excellent opportunity to live and work in Valdez, Alaska, call or forward questions and information to Nancy Heidelberg, Executive Assistant, at 907-822-8342, or via email jobs@cvea.org.



COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION
Communications Technician

I. OBJECTIVES

Support, maintain and improve the communications infrastructure necessary to ensure the reliability of operations of the various assets of the Cooperative's facilities.

II. REPORTING RELATIONS

A. Reports to: Manager of Engineering

B. Supervises: None

III. CONTACT WITH OTHERS

A. Inside

1. All employees of all departments
2. All department managers

B. Outside

1. Other utility personnel
2. Vendors
3. Consultants
4. Industry personnel

IV. TIME PERCENTAGE ALLOCATION

A. Communications	60%
B. Technical Support	25%
C. Administrative	10%
D. Other	5%

V. AUTHORITIES AND RESPONSIBILITIES

- A. Communications 60%
1. Manage the Cooperative's generation, energy delivery and operations communication systems to include but not limited to:
 - a. Inter-plant communication systems
 - b. Remote facility communication systems including substations and energy delivery equipment
 - c. Maintain inter-plant wiring and hardware
 - d. Support for radio uplink to local telecom interface
 - e. Provide assistance for state of Alaska microwave infrastructure
 - f. Maintain CVEA-owned fiber optic infrastructure
 - g. Support telephone systems throughout CVEA facilities
 - h. Perform system maintenance as required
 - i. telephone system
 - ii. security system
 - iii. microwave radio system
 - iv. video security system
- B. Technical Support 25%
1. Provide technical support to various departments as appropriate.
 - a. AMI daily report generation and review
 - b. Assist in the troubleshooting and repair of various office equipment, i.e., printers, scanners, computers
 - c. Other duties as assigned
- C. Administrative 10%
1. Assist in developing documentation to support the various communications systems to include but not limited to operations/restoration instructions and manuals, system diagrams, and schematics.
 2. Using discretion on behalf of CVEA to manage projects associated with the improvement of the communications functions for continued and improved system operation.
- D. Other 5%
1. Video installation and monitoring at offices, substations, and plants.
 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: October 2, 2018

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION DESCRIPTION
Communications Technician

EDUCATION

Minimum of a high school diploma or GED is required. An Associate's Degree in a relevant technical field (electronics, IT or other) with field experience is preferred.

EXPERIENCE

One to three years of experience in a technical field is preferred but not required.

SKILLS AND ABILITIES

1. Strong technical aptitude
2. Ability to learn and work in a team environment
3. Good communications skills, both written and verbal
4. Proven problem solving capability
5. Ability to effectively manage multiple tasks
6. Strong organization skills

NOTE

Complete achievement of certain of the previous specifications may not be required if, in the opinion of the Chief Executive Officer, 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. Travel time could be up to 50 percent

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS
Communications Technician

EQUIPMENT AND TOOLS

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

Computer Telephone Electronic test equipment Copy machine

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 is required. Work is required at remote location access areas 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:

Monthly reports Project specific reports
Follow-up on vendors and maintenance contracts
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.



EMPLOYMENT APPLICATION

Information for Applicants

CVEA accepts applications only for open positions. Applications are not maintained on file for future positions once the position applied for has been filled.

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.

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 that is acceptable to and insurable by CVEA's insurance carrier.

CVEA requires a pre-employment alcohol and drug use screening. The D/A screening will be paid for by CVEA.

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. I also 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 Thursday. I further understand that CVEA will observe all labor agreements that are in effect.

Furthermore, as an applicant for the position noted on page 2 of this application, I confirm that I am physically and mentally capable of performing the duties and responsibilities as described in the position description.

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 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
Mailing Address		
City	State	Zip
Home Telephone	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 currently laid off and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
What is your availability to work? Check all that apply:		
Full Time	<input type="checkbox"/>	
Part Time	<input type="checkbox"/>	
Shift Work	<input type="checkbox"/>	
Temporary	<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, date/s of previous application/s: _____		
Have you ever been employed by CVEA before?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, dates of previous employment: <i>from</i> _____ <i>to</i> _____ (<i>month/year</i>)		

Last Name: _____

YES NO

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (*Proof of citizenship or immigration status will be required upon employment.*)

Have you ever been denied government security clearance?

Has your driver's license ever been revoked or suspended?

Have you been convicted of a felony within the last seven (7) years? If yes, please explain. (*Conviction will not necessarily disqualify an applicant from employment.*)

Are you related, directly or through marriage, however remotely, to any present CVEA management/supervisory employee or to any member of CVEA's Board of Directors?
If yes, in what way?

Have you tested positive or refused to test on any drug or alcohol test in the past two years?

Do you have any of the following:

Commercial Driver's License

Number _____ Expiration date _____

First Aid Card

Number _____ Expiration date _____

CPR Certification

Number _____ Expiration date _____

Alaska Fitness Card

Number _____ Expiration date _____

On what date would you be available for work? _____

Last Name: _____

MILITARY STATUS

Complete this section if you serve or have served in the US Armed Forces.

_____ from _____ to _____
Branch of Service Period of Active Duty (month/year)

_____ Date of Discharge _____ Discharge Status (optional)

Describe your duties and any special training:

EDUCATION

Mark highest grade completed: High School 9 10 11 12 College 1 2 3 4 5 6 7 8

_____ High School (Name/Location)

_____ College (Name/Location) _____ Degree/Course of Study

_____ College (Name/Location) _____ Degree/Course of Study

_____ Technical (Name/Location) _____ Degree/Course of Study

_____ Other (Name/Location) _____ Degree/Course of Study

SKILLS AND QUALIFICATIONS

Please describe skills and qualifications you bring to this position.

ATTACH ANY OTHER DOCUMENTS YOU THINK ARE APPROPRIATE.

Resume, Reference Letters, Letters of Commendation, etc.

Last Name: _____

TEN-YEAR EMPLOYMENT AND SALARY HISTORY
(REQUIRED)

Please give an 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 provided on your resume; however, ending monthly salary is required.

Employer *from* _____ *to* _____
Employed (month/year)

City _____
State

Position Title _____
Ending Monthly Salary

Supervisor _____
Supervisor's Phone Number

Employer *from* _____ *to* _____
Employed (month/year)

City _____
State

Position Title _____
Ending Monthly Salary

Supervisor _____
Supervisor's Phone Number

Employer *from* _____ *to* _____
Employed (month/year)

City _____
State

Position Title _____
Ending Monthly Salary

Supervisor _____
Supervisor's Phone Number

Employer *from* _____ *to* _____
Employed (month/year)

City _____
State

Position Title _____
Ending Monthly Salary

Supervisor _____
Supervisor's Phone Number

Last Name: _____

REFERENCES
(REQUIRED)

EMPLOYMENT REFERENCES

Name Title

Company Phone Number

Name Title

Company Phone Number

Name Title

Company Phone Number

PERSONAL REFERENCES

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

Name Years Known

Title or Occupation Phone Number

Name Years Known

Title or Occupation Phone Number

Name Years Known

Title or Occupation Phone Number

Last Name: _____

AUTHORIZATION & CONSENT FOR RELEASE OF INFORMATION
(REQUIRED)

We truly welcome your application with Copper Valley Electric Association (CVEA). As a condition of employment, we require 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 CVEA may now or at any time during your employment conduct, to the fullest extent permitted by law, an inquiry into your education, previous employment/work history, personal references, and motor vehicle records, as well as receive any criminal history information pertaining to you that may be in the files of any Federal, State, or local criminal justice agency, and/or other information deemed necessary to evaluate your ability to fulfill the job requirements. 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. I understand that any false statements may result in denial of employment or in 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 and its agents or attorneys with all information requested, and I hereby release all the persons and agencies providing such information from any and all claims and damages connected to their release of any requested information. I 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, to the full extent permitted by law, CVEA, its employees or agents, and its associated agents and attorneys 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, Printed (first, middle, last)

Date

Applicant Signature

Social Security Number

Address (permanent residence street address)

Driver's License Number State

City

County

Phone Number

State

Zip

Date of Birth



VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE

**Copper Valley Electric Association
is an Equal Opportunity Employer**

State and Federal laws require that employers keep records on the race and gender of applicants and employees to facilitate the enforcement of Equal Employment Opportunity laws. This statement will be filed separately from all of your employment records and will be retained confidentially. As required by State law, it will be available only to Copper Valley Electric Association's Employee Relations Department and Federal and State employment enforcement officers. Accordingly, information provided here will not be considered as part of your application. Your responses are strictly voluntary and failure to provide the information requested will not subject you to adverse effects; however, we urge you to complete all items. This page will be detached from your application prior to its referral to a selecting official.

Date Position Applied for

Last Name First Name Middle Name

Mailing Address

City State Zip

Date of Birth

Gender: Male Female

Race: White Black Hispanic
 Alaska Native/American Indian Asian or Pacific Islander

Veteran Status: Disabled Vietnam Era (Aug 5, 1964–May 7, 1975)

Disabling Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Developmental Disability
<input type="checkbox"/> Other Physical Impairment/s
<input type="checkbox"/> Other (Specify): _____ | <input type="checkbox"/> Psychological Impairment (Mentally Restored)
<input type="checkbox"/> Chemical Dependence
<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> No Disabling Condition |
|---|--|

DEFINITIONS OF RACIAL/ETHNIC GROUPS

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

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 descent or having origins in any other Spanish culture, 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 that substantially limits one or more of his or her major life activities. Physical impairment is defined as any physical disability, infirmity, malformation, or disfigurement that 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, a wheelchair, or any other remedial appliance or device.

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

Developmental Disability: a group of disabilities that affects a person during the developmental stages of his or her life and usually continues indefinitely and that constitutes a substantial handicap to his or 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 that substantially limits one or more life activity.

Multiple Disabilities: more than one disability, occurring 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.