

COPPER VALLEY ELECTRIC ASSOCIATION, INC.
Glennallen, Alaska

POSITION SPECIFICATIONS
Operations Manager

I. OBJECTIVES

CVEA's Operations Manager is responsible for ensuring CVEA's distribution, transmission, and substation facilities are maintained, operated, and constructed in a safe and efficient manner consistent with industry standards and regulations.

The Operations Manager supports the Cooperative's vision of excellent customer service by ensuring reliable system operation and encouraging crews and contractors to work in a courteous and customer-friendly manner, represents the Cooperative as needed, and develops and maintains relationships with the community.

The Operations Manager will provide day-to-day supervision and development of the Line Foreman and the respective line crews.

II. POSITION INFORMATION

Position Type: Full-Time/Non-Represented

FLSA Classification: Exempt

Location Base: Valdez or Glennallen

Reporting Relationships:

Reports to: Chief Operating Officer (COO)

Supervises: Line Foreman
Fleet Mechanic
Operations Coordinator
Staking Technician
Operations Admin

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Operations Manager 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 accommodations may be made to enable individuals with disabilities to perform these essential functions.

A. Planning and Controlling

1. Formulate and execute strategic plans, especially relating to current and future capital projects.
2. Develop and oversee the construction of significant capital projects and upgrades as assigned.
3. Collaborate with the management team in developing projects which will increase the efficiency and improve the operation of the transmission and distribution systems.
4. Apply new and existing technologies to further the strategic mission.
5. Interface with the COO to gain acceptance of new and ongoing projects and programs.
6. Report and update on project progress and seek input and approval as required.
7. Provide technical support as necessary to implement and sustain improvements and initiatives in the Cooperative's best interests.
8. Help develop cooperative standards, line extension policies, work plan and consumer information.

B. Operations Maintenance

1. Ensure timely and efficient maintenance of distribution, transmission, and substation facilities.
2. Administer the vegetation management plan and direct contract and CVEA right-of-way clearing crews.
3. Regularly inspect transmission and distribution systems.
4. Responsible for outage management and required mitigation measures.
5. Manage maintenance databases for distribution line inspections, distribution equipment, and system transformers.
6. Ensure line crews construct facilities in accordance with approved staking sheets and industry standards by performing in-progress inspections of work.
7. Supervise contract maintenance crews as required.
8. Supervise oil testing.
9. Supervise monthly substation inspections.

C. Personnel/Supervision

1. Ensure the efficient use of crew time.
2. Hire temporary crews as needed.
3. Develop employees and direct training as needed.
4. Administer union contract, including disciplinary measures, when needed.
5. Perform on-call duty, respond to outages and system emergencies when necessary.

D. Inventory Controls

1. Responsible for maintaining adequate inventory, materials, and equipment.
2. Determine and maintain adequate levels of inventory to effectively provide for new construction and maintenance activities.
3. Participate in specifications of new equipment and material standards.
4. Responsible for year-end inventory.

E. Regulatory/Compliance

1. Responsible for implementation of the Cooperative's safety and operational policies for system operations.
2. Ensure maintenance and testing of line crew equipment.
3. Work with the Regulatory & Compliance Specialist on oil spill reporting and supervision of cleanup as necessary.
4. Administer safety and regulatory requirements in accordance with FMCSA, OSHA, AKDOT, AKDEC, NEC, NESC, and CVEA's Safety Manual and Raptor Program.
5. Responsible for the dielectric testing program for all insulated aerial equipment and insulated tools.
6. Administer the Raptor Protection Program and submit fatality reports to the US Fish & Wildlife Service.
7. Establish and implement annual safety and training program for line crew personnel.
8. Responsible for PCB testing and disposition of unserviceable transformers.

F. Fleet Management

1. Oversee the Cooperative's fleet of vehicles and equipment.
2. Ensure timely maintenance and safety checks.
3. Recommend and purchase replacement vehicles and equipment.
4. Ensure federal annual safety inspections are performed.
5. Ensure compliance of annual dielectric testing of insulated booms and bucket liners.

G. Customer Service

1. Address customer inquiries on electrical needs, construction scheduling, high usage problems, and power quality complaints.
2. Assist Staking Technician when needed.
3. Promote positive customer relations.

H. Metering Management

1. Responsible for meter testing, meter inventory and new installations.
2. Supervise meter audits.

3. Assist with the operation and maintenance of the Aclara AMI system, including substation communication and metering equipment.

I. Other Duties

1. Develop and use accident investigation procedures as required.
2. Create invoices for damage to CVEA facilities or sale of materials.
3. Develop budget in assigned area of responsibility.

IV. MINIMUM QUALIFICATIONS

A. Education/Experience

Graduation from high school or GED equivalent, or any equivalent combination of education and experience. A two-year technical degree is preferred, or a technical certification as a Journeyman Lineman.

Ten years progressively responsible experience in the electric utility industry and system operations experience with an electric utility, and the ability to work well and communicate with the general public.

B. Certification/Licenses

A valid Alaska Driver's License is required.

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.

C. Knowledge/Skills/Abilities

The Operations Manager should possess the following:

1. A thorough knowledge of transmission and distribution systems associated with the operations of a rural electric cooperative to include construction and maintenance experience.
2. Thorough knowledge of RUS materials and specifications.
3. Knowledge of Alaskan construction practices and industry construction practices.
4. Ability to work independently and utilize effective verbal and written communication skills inside and outside of the organization.
5. Proficient in Microsoft Office (particularly Excel), Outlook, Smartphone, use of electronic devices.

6. Ability to organize and effectively manage maintenance plans, crew schedules, training and activities, and establish annual department budget.
7. Effective management skills and the ability to supervise employees.
8. Good oral and written communication skills.
9. Strong attention to details and be effective in a small, friendly, team-oriented work environment.
10. Motivation and ability to work successfully under pressure.
11. Demonstrated ability to multitask and adhere to deadlines.
12. Calculate and reason to solve problems encountered related to all aspects of the position.
13. 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 medium work position. In order to complete the essential functions, the Operations Manager 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 a meeting, 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) | | | |
| 4. | Verifying accuracy of data, reconciling schedules, coding invoices, reading and applying studies and documentation, writing reports, and reviewing/approving purchase orders. (F) | | | |
| 5. | Supervise and plan work for department as required. (F) | | | |
| 6. | Analyze and evaluate information necessary to establish and meet budgets, report on projects and maintain detailed project records. (F) | | | |
| 7. | Plan and supervise department work and performance. (F) | | | |

E. Work Environment

Assigned tasks occur primarily inside but often outside at various CVEA locations, including district offices, electrical transmission and distribution substations, and other indoor and outdoor locations in CVEA's service territory. Outside work is in an environment subject to extreme cold, heat, extreme noise, and electro-magnetic fields. Hazards such as mechanical parts, electrical current, high voltage, visual

inspection of transmission and distribution assets via helicopter, open water, and potential exposure to chemicals, fumes, odors, dust, or poor ventilation may be present.

F. Travel Requirements

Work assignments frequently require the employee to drive a vehicle between CVEA's Glennallen 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.

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:



Chief Executive Officer

Date:

July 13, 2023