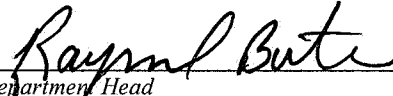
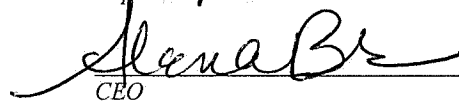
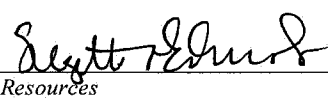


CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Manager of Operations	FLSA STATUS: Exempt
REPORTS TO: CEO	SALARY GRADE: 10
DEPARTMENT: Operations	LOCATION: Moriarty/Mountainair
APPROVED BY: <u></u> <i>Department Head</i>	<u>6/21/2022</u> <i>Date</i>
<u></u> <i>CEO</i>	<u>6/21/2022</u> <i>Date</i>
<u></u> <i>Human Resources</i>	<u>6/21/22</u> <i>Date</i>

Job Summary

Under the general supervision of the CEO, this position manages and supervises the daily operation, maintenance and construction of the distribution system in such a manner that meets the established standards and reflects the most efficient utilization of construction and operation methods, techniques and equipment. Ensures that member requests are handled in the most efficient manner, according to established policies and procedures.

Essential Duties and Responsibilities

Objectives

To provide maximum service to the membership by:

- Developing, recommending and administering Long and Short Range System Planning and Design of the entire electric distribution system that will coordinate all future system additions with the existing system as it develops.
- Directing and coordinating the construction of electric facilities in conformity with established standards to meet present and anticipated needs as reflected in long range engineering studies and work plans.
- Directing and coordinating the maintenance of electric facilities in conformance with established standards and within the parameters of budgetary and economic conditions. The maintenance of electric facilities should provide Cooperative consumers with adequate electric service and service continuity.
- Rendering prompt, efficient, reliable staking and engineering services which includes contract development and administration along with inspection services and advice for the proper construction, maintenance and operation of distribution and secondary service lines for consumers.
- Directing the Operations and Engineering Department in accordance with good management principles including the development of personnel supervised while working closely with other departments so as to enable the Cooperative to provide the membership with the best possible service.
- Directing the gathering of information, samples or data needed for planning or compliance and which will enable the Cooperative to provide for proper planning and reporting as needed.
- Assisting office personnel in the proper accounting for various construction component costs.
- Promoting safety in the use of tools, equipment, work methods and attitudes of employees so as to minimize accident frequency rate which results in injury or lost time, and in order to promote increased productivity under safe working conditions.

- Conferring with necessary agencies, consumers, contractors and suppliers with respect to proper, safe and efficient use of electric power.
- Developing and coordinating system mapping and design functions, which produce maps and drawings that are accurate and as current as possible.
- Planning, supervising and controlling the operation, maintenance and replacement of Cooperative vehicles and equipment.
- Developing and coordinating system sectionalizing which produces optimal results in reducing average outage hours per consumer.
- Planning, supervising and controlling the purchase of materials and supplies on a timely basis at the best price, delivery and quality possible; to provide the most effective and efficient central purchasing to the Cooperative; and to establish and maintain controls, procedures and inventory levels for materials for effective management of the warehousing functions.
- Developing, recommending and administering a program and procedures for the maintenance of substation and sectionalizing equipment which will result in the elimination of maintenance related emergency downtime of those facilities.
- Providing line repairs and system improvements on energized lines or equipment in a safe and orderly manner in order to maintain the best possible service continuity.
- Developing, recommending and administering programs and procedures for the installation, testing and replacement of metering equipment which will maximize the accuracy of meter equipment and result in proper recording of energy use to the benefit of the Cooperative and its' members.
- Developing, recommending and administering the all power requirement needs for the system by preparing a power requirement and irrigation study for the approval of the Board and RUS as required, and to update these each year for the development of the annual budget.
- To assist in development of studies and reports which will produce marketing techniques and incentives, which will promote the efficient use of electricity as the primary energy source for all consumers.
- To promote, within established policies and procedures, effective public relations by being able to inform the public about the Rural Electrification Programs; Cooperative programs, rates and incentives and by developing enthusiastic support for them; and by actively participating in community and civic affairs.
- Keeps abreast of major outages and ensures the CEO/General Manager is informed.

Planning and Controls

Within the limits and directives of the CEO, operating policies, budgets and legal requirements, assumes responsibility and has commensurate authority for the following activities:

- Sets priorities for construction based on area growth, load requirements, voltage drop and service continuity and constantly reviews priorities for corrective or needed action.
- With the assistance of the Line Superintendents, schedules and directs the day-to-day operation of the Operations Department crews according to RUS specifications and in accordance with safety regulations.
- Consults and participates with the Engineering Supervisor and Consulting Engineers in the development of Two Year and Long Range Work Plans and compares actual results against plans to determine if revisions or modifications are required.
- With engineering and operations staff, prepares and recommends budget for the year and compares expenditures to budget and historical data.
- Assists and advises Engineering Supervisor and Consulting Engineers with substation design as to circuit and physical adaptations and placement of mobile substations and constantly monitors to assure conformity with overall system needs.
- Plans annual maintenance programs and reviews system performance and needs and initiate actions; also, substation maintenance when needed or scheduled.
- Assists and advises Engineering Supervisor in system mapping providing operational maps and dispatching for the system; review system for improvements and initiate action.

- With the assistance of the department staff, determines long range needs for the purchasing, warehousing and distribution of line construction and maintenance materials as well as special equipment, tools and substation equipment.
- Assists and advises Engineering Supervisor to assure that records and reports are completed; review system for improvements in keeping accurate records for the Engineering Department.
- Assists and advises Metering Technician in installation and maintenance of load management switches; review load management for improvements and initiate changes.
- With the assistance of the Mechanic, determines the need for maintenance and replacement of the Cooperative's fleet of vehicles; confers with Management Staff on vehicle needs for the Cooperative.
- With the assistance of the Line Superintendents, determines the need for training for the crewmembers and the implementation of an annual plan for training of those crewmembers.
- Assists JT&S Administrator with accident and safety investigations.

Studying and Researching

- Studies and investigates industry developments for improvements of construction and maintenance methods and compares to present methods and practices.
- Reviews and analyzes the outage reports to determine methods of improvement.
- Attends schools and conferences to improve knowledge of equipment, operating methods and management.
- Keeps abreast of new developments of special equipment, protective devices and engineering design of distribution facilities.
- Studies substation noise level data for possible future use.

Performs Personally

- Develops and recommends organizational structure and manpower requirements for the department.
- Reviews and approves position descriptions and specifications of personnel under his/her supervision.
- Assist in interviews and selection of personnel in his/her department subject only to the disapproval of the CEO.
- Selects and recommends the appointment of, in accordance with established policies and procedures, the members of his immediate staff and approves the selection of personnel reporting his immediate staff.
- Sees that members of his/her staff are properly trained in accordance with the qualifications and requirements of the position.
- Determines wage and salary adjustments within the approved wage and salary plan for personnel within department subject to the CEO's approval.
- Appraises the performance of personnel reporting directly to him/her and counsels with them in areas where improvements are needed in their job performance.
- Sees that performance appraisal and counseling is carried out.
- Recommends to the CEO schools or training sessions that personnel in his/her department should attend.
- Participates in Cooperative, Statewide, Job Training and Safety schools and safety programs.
- Holds departmental staff meetings of supervisors on a regular basis in order to develop good communications and work improvements.
- Schedules and directs activities of the department.
- Personally supervises the placing and service of all new substations with the assistance of the Engineering Supervisor.
- Supervises the activities of contractors working on the Cooperative's system.
- With the Line Superintendents and Engineering Supervisor, periodically inspects and audits line construction for compliance with accepted standards.
- By studying system maps, keeps informed of direction of line source, feeders and sectionalizing devices.
- Patrols and checks lines for unsafe or hazardous conditions and directs any necessary corrections.

- Consults with and advises CEO of unusual engineering construction and maintenance activities and when necessary, obtains special approval.
- Prepares daily time sheets and other reports as required; approves or disapproves vacation and other leave within the Operations and Engineering Department.
- Reviews trouble reports and voltage checks and implements corrective action when necessary.
- Directs preparation of cost estimate for contract determination on industrial and large commercial loads.
- Approves purchase of departmental transportation and work equipment in keeping with approved budget and subject only to disapproval of the CEO.
- Reviews and approves for payment, contractor invoices pertaining to line, substation construction and maintenance.
- Monitors substation and circuit loading from periodic measurements and load studies.
- Prepares monthly reports as required by the CEO.
- Gathers competitive intelligence from all sources possible to enable the Cooperative to keep informed on competitive strategies and alliances which will help the Cooperative maintain its' existence.
- Leads the System Operating Procedure (SOP) committee and provides necessary updates to the manual.
- Performs other miscellaneous job duties as assigned.

Supervisory Responsibilities

This position is responsible for the direct supervision of the Line Superintendents, Engineering Supervisor, Lead Warehouse, Warehouse, System Engineer and the indirect supervision of all employees in the engineering, operations and warehouse departments.

Makes certain that all reporting personnel understand and accept the responsibilities and authorities described in their position description and delegates such responsibilities and authorities to those reporting to the Manager of Operations with full recognition that he/her retains overall accountability.

Minimum Qualifications

• **EDUCATION**

High school diploma or general education degree (GED) required plus a Bachelor's degree in engineering, business or related field plus five years of increasingly responsible management/supervisory experience or a combination of education and experience providing equivalent knowledge. Closely related job experience and specialized vocational training may substitute for part of the educational requirements. Must be knowledgeable in the areas of line construction, maintenance of lines, substation construction and maintenance, and other technical areas of electrical distribution. Must have and maintain a valid NM driver's license with a good driving record.

• **EXPERIENCE**

Should possess a minimum of five (5) years demonstrated management experience in a supervisory or management role with a minimum of three (3) of those years in an electric utility service operation. Normally, the successful applicant would have pursued a systematic lineman training program, served as an Apprentice Lineman through Journeyman Lineman and a related supervisory position. Requirement of ten (10) or more years of progressive experience in power utility construction, maintenance, and operations. Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

Knowledge, Skills and Abilities

- Knowledge of distribution system operations, system layout, National Electric Safety Code, RUS drawings and specifications, and list of acceptable RUS material, APPA Safety Manual, OSHA regulations and safe working practices/procedures is required.
- Must possess knowledge of all aspects of RUS utility plant construction.
- Should possess knowledge of regulatory and safety requirements related to the construction, operation and maintenance of utility plant.

- Must understand and know how to use computer applications such as spreadsheet, word processing and data base applications.
- Must be knowledgeable about transportation and power-operated equipment applications and regulations.
- Ability to read and interpret documents such as staking sheets, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively to customers or employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to interpret line and bar graphs.
- Ability to perform area and volume computations.
- Ability to perform basic electricity calculations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have a thorough knowledge of and be able to apply sound engineering principles as they apply to the electric utility industry.
- Must be able to perform and prepare clear, concise and accurate engineering reports, studies and investigations.
- Must be able to analyze complex, technical problems, exercise sound judgment and arrive at proper decisions.
- Must have high degree of initiative and demonstrate the ability to work cooperatively with others.
- Must have demonstrated ability to manage people to by providing clear direction of work responsibilities and cultivate a team atmosphere.
- Must be able to withstand exposure to adverse elements when presence is required for large scale emergency outage situations.
- Should possess or develop, an understanding of the Cooperative's Board Policies, Rules and Regulations, Bylaws, and Articles of Incorporation.
- Must be able to deal discreetly with confidential information.

Working Conditions and Physical Effort

Usual office working conditions with regular working hours and occasional overtime. Occasional travel for training opportunities may be required. Must be willing to accept duty on trouble calls and perform work as assigned in all kinds of weather and at all hours of the day and night.

- **Physical Effort and Dexterity:**
Frequent physical activity to include: sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools and Equipment:**
Capable of operating a personal computer, calculator, variety of printers, shredder, copier/printer, postage machine, fax, telephone, and any other required office equipment.
- **Visual Acuity, Hearing and Speaking:**
Must have excellent written and oral communication skills, expressing one's self clearly, accurately and to the point.
- **Environment/Working Conditions:**
Majority of work will be performed indoors. Normal office safety precautions and practices are required. Position may require travel from time to time. The regular work schedule is Monday through Friday.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.