



Line Superintendent

CNMEC has an opening for a qualified Line Superintendent to join our organization. CNMEC offers competitive wages and an excellent benefits package. CNMEC pays 100% of the premium costs for medical/dental/vision for employee coverage; company paid life insurance and LTD benefits, a generous paid time off program, and a 401(k) retirement plan with company match plus a defined contribution plan based on years of service.

Location: Moriarty, NM

Job Summary: The individual filling this position will serve as the leader of CNMEC's District Operations line crews. He/she will provide efficient direction and supervision to ensure assigned employees continuously accomplish the essential functions of the department in order to meet the objectives of CNMEC. This position reports to the Manager of Operations and is responsible for day-to-day managing, directing, budgeting, planning, safety and supervision of all assigned personnel and their activities. Additionally, the Line Superintendent is to ensure that all employees are fully trained and qualified to conduct his or her duties in an efficient and safe manner. The individual filling this position will be responsible to monitor, review, and evaluate employee performance and make recommendations regarding advancements to the Manager of Operations. Likewise, he or she will be responsible to provide correction and disciplinary actions as necessary. All department activities are to be conducted in accordance with CNMEC policies, applicable IBEW contracts, National Electric Safety Code, applicable sections of the National Electric Code, APPA Safety Manuals, OSHA regulations other related documents and best practices/procedures. He or she must also understand the costs associated with doing business and sees him/herself as a key resource in controlling CNMEC costs by working efficiently and using other CNMEC department personnel, contract personnel, or other resources as needed when scheduling jobs. The individual filling this position must realize how his/her interactions with multiple CNMEC departments and external agencies affect the "big picture" to enable the Cooperative to provide the membership with the best possible service at a reasonable cost. Strict confidentiality is required in the performance of these duties.

Minimum Qualifications:

- Education - High school diploma or GED required plus a Bachelor's Degree in a field such as business, engineering or related field, plus three years of increasingly responsible supervisory experience or a combination of education and experience providing equivalent knowledge.
- Work Experience – Four years of experience in power systems operations and successful completion of a lineman's training program. Experience in an electrical or

mechanical engineering or construction career field may be evaluated for substitution of this requirement.

- Supervisory Experience – Four years of demonstrated experience in progressively responsible supervisory or management roles in utility construction or maintenance fields.
- Possession of a valid New Mexico Driver's License and satisfactory driving record as a condition of initial and continued employment.


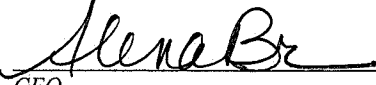
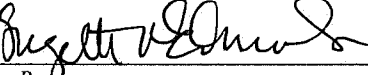
Please review the attached job description for more detailed information and the specific requirements.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035. Resumes will be accepted until the position is filled.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer

CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Line Superintendent	FLSA STATUS: Exempt
REPORTS TO: Manager of Operations	SALARY GRADE: 8
DEPARTMENT: Engineering & Operations	LOCATION: Moriarty
APPROVED BY: <u></u> <i>Department Head</i>	<u>1-14-25</u> <i>Date</i>
<u></u> <i>CEO</i>	<u>1-14-25</u> <i>Date</i>
<u></u> <i>Human Resources</i>	<u>1-14-25</u> <i>Date</i>

Job Summary

The individual filling this position will serve as the leader of CNMEC's District Operations line crews. He/she will provide efficient direction and supervision to ensure assigned employees continuously accomplish the essential functions of the department in order to meet the objectives of CNMEC. This position reports to the Manager of Operations and is responsible for day-to-day managing, directing, budgeting, planning, safety and supervision of all assigned personnel and their activities. Additionally, the Line Superintendent is to ensure that all employees are fully trained and qualified to conduct his or her duties in an efficient and safe manner. The individual filling this position will be responsible to monitor, review, and evaluate employee performance and make recommendations regarding advancements to the Manager of Operations. Likewise, he or she will be responsible to provide correction and disciplinary actions as necessary. All department activities are to be conducted in accordance with CNMEC policies, applicable IBEW contracts, National Electric Safety Code, applicable sections of the National Electric Code, APPA Safety Manuals, OSHA regulations other related documents and best practices/procedures. He or she must also understand the costs associated with doing business and sees him/herself as a key resource in controlling CNMEC costs by working efficiently and using other CNMEC department personnel, contract personnel, or other resources as needed when scheduling jobs. The individual filling this position must realize how his/her interactions with multiple CNMEC departments and external agencies affect the "big picture" to enable the Cooperative to provide the membership with the best possible service at a reasonable cost. Strict confidentiality is required in the performance of these duties.

Essential Duties and Responsibilities

- Responsible for managing, directing, budgeting, planning, safety and supervision of all assigned district operations employees and their activities.
- Supervise, monitor, review, and evaluate employee performance, including correction and discipline. Recommend advancements to the Manager of Operations and other staff as may be appropriate.
- Ensure employees and their activities abide by and are conducted in accordance with CNMEC policies, applicable IBEW contracts, National Electric Safety Code, applicable sections of the National Electric Code, APPA Safety Manuals, OSHA regulations, other related documents, and best practices/procedures.

- Schedule and direct the day-to-day operation of crews, coverage for vacation schedules, call lists, etc. in accordance with safety regulations and in conjunction with input from:
 - Manager of Operations
 - Engineering Supervisor
 - Line Foreman(s)
 - Journey Meterman, AMR Specialist, Member Services Technician, Engineering Technicians
 - Dispatchers
- Ensure scheduling of personnel and equipment in accordance with estimates for line extensions. Any significant deviations to the planned labor estimates must be justified to the appropriate management personnel. This includes daily monitoring of time charges to prevent entry errors, fraud, waste, and abuse.
- Oversee line repairs, construction and system improvements on de-energized and energized lines or equipment, in a safe and orderly manner in order to maintain the best possible service continuity, reliability and dependability.
- Responsible for ensuring all employees are fully trained and qualified to conduct duties in an efficient and safe manner:
 - Understands job duties of all personnel supervised and recommends appropriate training courses for personnel.
 - Ensures that all assigned employees understand the duties described in their job position description.
 - With the assistance of the Job Training and Safety Administrator, determines the need for training and the implementation of an annual plan for training of those crewmembers.
 - Promote 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 to promote increased productivity under safe working conditions.
 - Ensure that the skills needed to efficiently use CNMEC information systems are understood and being utilized. If skills need to be improved, schedule applicable training as needed. As new information systems are used, ensure training is completed for each system or software application.
 - Schedule employees under supervision for reoccurring training as needed.
 - Be aware of current and new technology trends for construction work methods and means.
- Become proficient in properly interrogating and monitoring electronic devices as may be used on the line and in substations (i.e. regulator controls, recloser controls, substation relays and annunciators, etc.)
- Respond to system outages as needed and oversees the restoration of electrical services as rapidly as possible.
- May delegate authority and responsibility for certain tasks to subordinates with full recognition that he/she retains overall accountability.
- Assist the Cooperative Staff in the development of work plans, annual construction and maintenance programs and system performance reports.
- Prepare a departmental budget with the assistance of the Cooperative Staff.
- Provide assistance developing studies and reports, which will promote the efficient use of electricity as the primary energy source for consumers.

- Meet present and anticipated needs as reflected in long-range CNMEC plans, engineering studies and work plans.
- Manage employee time sheets including approval, resolution of conflicts and errors as well as approving personal time off, coordinate training schedules, etc.
- Provide weekly update of progress on key aspects of work. (i.e. Top 10 lists, subdivisions, work plan projects, reliability indices, etc.)
- Insure proper investigation of and resolution of customer complaints regarding service continuity and/or quality. Use of recording equipment is implied.
- Document, investigate, resolve, and counsel employees whenever any member lodges a complaint against a supervised employee for activities such as loitering, littering, property damage, ruts, unauthorized use of company vehicles, etc.
- Monitor, review and investigate work orders and service orders for quality and accuracy to include:
 - Time entry, charge codes, properly completed transformer and meter reports, proper reconciliation of materials and charge tickets as compared to construction pick lists and an overall look at total construction costs versus job estimates for both time and materials.
 - Histories, notes and/or logs regarding activities associated with these request and orders.
 - Perform routine inspections and site visits of construction work in progress or maintenance activities each month. Actual percentages of jobs reviewed on a monthly basis to be determined in conjunction with other Engineering and Operations Staff.
 - This will include daily review of pending service orders for priority, validity, and necessity.
 - Attend and participate in monthly billing/refund reviews on closed work orders to help clarify costs associated with labor and/or material overruns or undercharges with the intention of monitoring and improving cost estimates for line extensions.
- Prepare reports on installed transformer inventory; maintain inspection records and replacement databases in addition to the identification and tracking of repairs to equipment.
- Report on inspection results of sites, equipment, and operating systems.
- Supervise, monitor, plan and control the operation, maintenance and replacement of cooperative vehicles and equipment as assigned.
- Interact and coordinate with warehouse, fleet services and purchasing to ensure efficient operations and planning.
- Be knowledgeable of accounts/locations that utilize distributed generation (solar, wind, etc.)
- Performs other miscellaneous job duties as assigned.

Supervisory Responsibilities

This position supervises line operations personnel and will monitor, review, and evaluate employee performance, including correction and discipline. This position will schedule the day-to-day activities and work assignments of the line employees.

Minimum Qualifications

- Education - High school diploma or GED required plus a Bachelor's Degree in a field such as business, engineering or related field, plus three years of increasingly responsible supervisory experience or a combination of education and experience providing equivalent knowledge.
- Work Experience – Four years of experience in power systems operations and successful completion of a lineman's training program. Experience in an electrical or mechanical engineering or construction career field may be evaluated for substitution of this requirement.
- Supervisory Experience – Four years of demonstrated experience in progressively responsible supervisory or management roles in utility construction or maintenance fields.
- Must have a valid New Mexico driver's license.

Knowledge, Skills and Abilities

- Knowledge of distribution and transmission system operations, system layout, National Electric Safety Code, applicable sections of the National Electric Code, APPA Safety Manual, OSHA regulations and safe working practices/procedures is required.
- Must be knowledgeable about transportation and power operated equipment applications and regulations.
- Must be able to effectively use Cooperative Radio and communications equipment.
- Must possess effective skills in negotiations, organization, and planning.
- Ability to coordinate people and resources to effectively manage multiple projects and construction sites simultaneously.
- Must be able to deal with people, and to project a good image of the Cooperative.
- Demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word (*or the ability to learn required skills within a reasonable time frame*).
- Knowledge of principles of management, supervision, training, and performance evaluation.
- Open to constructive criticism, solutions, and feedback from others.
- Must be able to learn the hardware and terminology associated with the Cooperative's information systems and software including but not limited to iVUE and OMS.
- Excellent communications and human relations skills are required to supervise personnel and address customer needs. Must be able to handle multiple tasks at the same time and work under stress.
- Supervisory skills and techniques, including personnel motivation, initiative, training, and team building. To conduct performance evaluations, correct and, if needed, provide disciplinary actions for subordinates with the overall goal of obtaining the necessary level of job performance.
- Ability to ignore peer pressure and not let friendships influence decision-making.
- Ability to work independently and under pressure with frequent interruptions.
- Position may require travel from time to time for training or visiting other Cooperatives.
- Must have the ability to effectively construct, operate, and maintain an electrical distribution and transmission system and have knowledge of all line crew aspects of an RUS electrical utility.
- Knowledge of the methods, materials, and tools used in the construction and maintenance of overhead and underground electrical distribution, transmission, and street lighting systems.
- Capability of reviewing site activities, looking for safety compliance, work practices, procedures, and construction standards.
- Must have (or able to readily attain) valid First Aid and CPR cards.

Working Conditions and Physical Effort

- Environment/Working Conditions: Majority of work will be performed indoors and under a normal office environment.
 - Normal office safety precautions and practices are required.
 - The regular work schedule is based on scheduled office hours.

- Physical Effort and Dexterity: Frequent physical activity to include: sitting, standing, walking, stooping, bending, reaching, lifting, and carrying office supplies and equipment under 50 pounds.
- Machines, Tools, and Equipment: Capable of operating office related equipment and specialized CNMEC hardware/software.
- Visual Acuity, Hearing and Speaking: Must have excellent written and oral communication skills, being able to express ones self clearly, accurately and to the point.
- Occasional outside work may be required and under a variety of conditions including severe weather.
- Occasional extended workdays/weeks may be required due to weather created outages or emergencies.
- The potential exists for exposure to high voltage power lines.
- The potential exists to be confronted with unrestrained animals.
- Subject to call at any time

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.