

POSITION DESCRIPTION

SUN RIVER ELECTRIC COOPERATIVE

POSITION IDENTIFICATION

Functional Title: Operations Manager
Department: Operations
Supervisor: General Manager/ CEO
Updated: March 2025

POSITION SUMMARY:

This position is responsible for ensuring the continuity of service to the membership through technical and non-technical construction and maintenance of electrical transmission and distribution lines. This position is responsible for organizing and managing operations activities of the electric system: plant facilities, plant operation, plant maintenance, and continuity of electric service. This position is a key management team member in obtaining desired members and public understanding of the RUS program and providing services to members. This position participates in developing long-range and construction work plans, financial forecasts, and physical plant construction/maintenance. This position is responsible for providing our members with an adequate and reliable supply of electric energy through efficient construction, operation, and maintenance of the facilities owned by Sun River Electric Cooperative, Inc. (SREC). The Operation Manager is to promote the safest possible working conditions through strict adherence to all established safety rules and procedures. The Operations Manager ensures good working conditions for supervised employees through effective supervisory practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following and other duties as directed or assigned by the General Manage/CEO:

1. Ensure all line construction and upgrades are carried out in a timely manner, consistent with SREC's current Construction Work Plan while meeting RUS construction specifications. Inform the General Manager of problems and if outside authority or assistance is needed.
2. Provide technical supervision as requested by the line foremen, or on own initiative, as necessary to ensure full conformance with all applicable construction and safety requirements, standards, codes and keep employees informed of and comply with OSHA requirements.
3. Work together with Member Service/ Engineering Manager, Staking Engineer, and Mapping Coordinator to ensure accurate and current system maps and circuit diagrams are available and posted.
4. Work together with the Engineering Consultant to complete voltage and load study reports and provide them to the General Manager – recommended any action, if any, which may be necessary.

5. Provide technical supervision as requested by the line foremen, or on their own initiative, as necessary to ensure full conformance with all applicable construction and safety requirements, standards, codes and keep employees informed of and comply with OSHA requirements.
6. Plan, schedule, and supervise the maintenance and/or replacement of SREC's utility general plant, including tools, vehicles, or other operating equipment.
7. Schedule outpost (Conrad/Highwood) crew assignments to ensure that all projects released by the Staking Engineer are constructed in a timely manner.
8. Work Together with the Purchasing Agent/ Line Foremen to determine levels and establish control of all material and equipment inventories, including disposition of surplus or obsolete inventory.
9. Oversee maintenance of existing plant and facilities to minimize line loss percentages and number/ severity of outages. Develop the schedule for pole testing program (10-year cycle), OCR maintenance program, PCB/environmental control program in coordination with the Safety Coordinator, respond to member/customer complaints and member/ customer requests, identify with Ast. Operations Manager the tree trimming schedule/ plan and approve payments for respective services provided.
10. Supervise subordinates so that work is done timely and safely. Examples of tasks include: assign work, check work, train or instruct employees, schedule time off, schedule overtime, participate in hiring decisions, approve time sheets, answer questions, monitor safe work practices, and provide support and direction as needed.
11. Participate in the annual capital and operations budget process.
12. Conduct documented tri-annual performance reviews for all subordinates and place the reports in the employees' permanent files.
13. Regularly attend and participate in employee safety meetings. Ensure safety rules are followed, and the board safety policy is fully implemented.
14. Make regular visits to the outposts (Conrad/ Highwood).
15. Participate and present the department information at the annual strategic planning session.
16. Attend training/ educational opportunities as directed by the General Manager/ CEO. These opportunities may require overnight stay and multi-day travel away from the main office.

Note: The above summary is intended to describe the general nature and level of work being performed in this job. The summary is not intended to be an all-inclusive list of this position's responsibilities, duties, and requirements.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Must be a journeyman level lineman or must have a 4-year engineering degree. A minimum of five (5) years of electric utility experience is preferred. Previous managerial experience is a benefit.

CERTIFICATES, LICENSES, REGISTRATIONS:

Montana driver's license.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the Cooperative. Ability to effectively present information to the Board of Trustees, management, customers, and employees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Knowledge of all safety rules and codes, elements of electricity, line materials, assemblies, equipment, and apparatus, as well as standard RUS specifications and knowledge of transmission and distribution system operation. Must have the ability to read and interpret maps. Must be able to pass a physical exam at any time and be willing to accept calls 24 hours a day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is occasionally required to stand, sit, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee is occasionally exposed to wet and/ or humid conditions, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually moderate.