**JOB INFORMATION**

Title/Job Profile: Vice President of Engineering and Operations / Chief Operating Officer

Pay Grade: 

Locations: Pembroke

Reports To: PRESIDENT & CEO

Department: Engineering & Operations

Exemption Status: Exempt

Job Family: 11 - GENERAL MANAGER

Sub-Function: 1112 - CHIEF OPERATING OFFICER (COO)

**JOB SUMMARY**

The Vice President of Engineering and Operations / Chief Operating Officer is responsible for providing leadership and strategic direction to the engineering and operations functions for the Cooperative. This includes providing quality member focused service through design, planning construction and maintenance of transmission and distribution assets, GIS/mapping, metering and grid modernization activities. This position is responsible for the development of an operating strategy and practices to ensure high reliability, resource efficacy, accountability and safety in the delivery of Cooperative services to its members. This position also has principal responsibilities for development and implantation of the Cooperative’s RUS compliance standards, contractor services, and demand response efforts. Additionally, this position is responsible for oversight of the day-to-day operations of the Cooperative in the absence of the President and CEO.

**Essential Functions**

- Provides effective leadership, direction, planning and oversight to the Cooperative’s engineering and operation staff to ensure accomplishment of its objectives.
- Directs and manages day-to-day and long range engineering plans for economical and reliable development of the transmission, substation and distribution systems.
- Identifies ongoing strategies to improving reliability, resources utilization and member satisfaction
- Keeps abreast of trends in the power distribution, energy management and technology and innovations in order to recommend changes to increase the efficiencies of the system.
- Monitor progress and costs associated with execution of the department’s work efforts.
- Identifies key organizational and operational issues that need attention by evaluating trends; establishing critical measurements; determining productivity, quality, and effective strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Performs employee performance evaluations, disciplinary action, recommendations as to the hiring, firing, advancement and promotion of staff.
- Participates as a member of the senior management team, in the development of strategies, goals and objectives to ensure optimal membership satisfaction and quality of service.
- Communicate in a professional, respectful and courteous manner with all employees, the Board of Directors, member/customers and the community.
- Provide professional insight to support resilient energy services and energy efficiencies throughout the service territories.
- Develop operational statistics and analysis reports as necessary for reporting to the President & CEO and Board of Directors.
Required for All Jobs

- Performs work according to applicable Federal and State safety regulations as well as LREMC policies, procedures, work practices and Safety Manual.
- Required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.
- Maintains a friendly cooperative relationship with all employees, members, general public and other utilities, when performing responsibilities while promoting the Cooperative's mission and positive image.
- The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the employee.

QUALIFICATIONS

Work Experience

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<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
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</thead>
<tbody>
<tr>
<td>10+ years</td>
<td>All phases of engineering design, including substation and 115KV transmission line design and construction, maintenance of distribution utility systems, distribution system operation (dispatch), and GIS mapping.</td>
<td>Required</td>
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<tr>
<td>5-8 years</td>
<td>Executive level management work experience in the electric utility industry is strongly preferred. Must demonstrate an advanced understanding of the power utility business and related processes.</td>
<td>Required</td>
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Knowledge, Skills, and Abilities

- Exhibit executive level leadership and business acumen. Has ability to see the big, long-range picture. Is organizationally and politically savvy. Demonstrates a broad breadth of knowledge of organizational development, leadership and management best practices as applied to the analysis and evaluation of programs, policies, goals, strategic plans and operational needs.
- Demonstrate strong leadership experience reflective of a broad scope of responsibilities in utility management. Must demonstrate experience with multiple utility functional areas such as financial, legal, business services, technology, information systems, operations, engineering, labor relations and/or other power resources administration.
- Exhibit a robust leadership style that promotes respect, open communication, teamwork, productivity and accountability with integrity. Excellent written, oral and presentation skills. Displays an ongoing commitment to learning and self-improvement.
- Ability to lead individuals to perform successfully as a team, adapt to rapidly changing and evolving environments that ensure successful outcomes while balancing competing interest in priorities.
- Ability to manage change in a way that clarifies priorities and embraces technology. Has ability to develop and implement fresh ideas that provide solutions to all types of workplace challenges.
- Ability to plan, prioritize, schedule, organize, track, document, report and evaluate work and job performance of staff to increase productivity, maximize available resources, and ensure that department and Cooperative needs and goals are met and/or exceeded.
- Must exhibit working knowledge of federal, state and local laws, rules, regulations, codes and/or statutes applicable to LREMC and its provision of utility services.
- Exhibit ability to follow fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- Is highly proficient at troubleshooting, problem-solving, research, organizational and analytical skills, combined with the ability to prioritize tasks and meet established deadlines.
- Exhibit advanced understanding and personal skill utilizing information systems and relevant business applications to include MS office, and other business/financial/IS applications.

Education

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<tr>
<th>Education Level</th>
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<th>Required/Preferred</th>
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<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>Electrical Engineering or Utility Administration</td>
<td>Required</td>
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<tr>
<td>Master’s Degree</td>
<td>Electrical Engineering or Business Administration</td>
<td>Preferred</td>
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An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
Licenses and Certifications

Licenses/Certification Details

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<thead>
<tr>
<th>Description</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Valid Driver’s License</td>
<td>Required</td>
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<tr>
<td>Registered Professional Engineer (PE)</td>
<td>Preferred</td>
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Competencies

- **Effective Knowledge** - Recognize emerging trends in area of expertise and prepare for changes that may occur as a result of these trends
- **Accountability & Self Management** - Direct and delegate administrative functions to others
- **Teamwork & Leadership** - Align division/department’s directives with those of the cooperative to increase cooperation and opportunities for collaboration
- **Communication** - Follow through with communications to ensure understanding and correct interpretation of feedback throughout division/department
- **Innovation & Problem Solving** - Develop long-term strategic plans for quality improvement to processes, procedures, or policies that impact the cooperative