

INTER-COUNTY ENERGY COOPERATIVE CORPORATION

SYSTEM ENGINEER MANAGER

I. OBJECTIVES

- A. A. To provide excellent service to our members, our fellow employees, and our external stakeholders.
- B. To provide efficient practical engineering services and advice to the membership and other departments through the development of a progressive engineering department.
- C. To develop community support through active participation in community and civic affairs and through leadership in area development programs including industrial and commercial development.

II. REPORTING RELATIONS

- A. Reports to: Vice President of Engineering and Operations
- B. Directs: Engineer Technicians, Mapping Technician, And Engineering Services Coordinator

III. RESPONSIBILITIES AND AUTHORITIES

A. Planning

- 1. As a member of the Engineering and Operations staff, participates in the development of the cooperative's viewpoints, policies and objectives.
- 2. Develops the Four Year Work Plans and participates in developing the Annual Budget for the Engineering and Operations Department.
- 3. Participates in developing the cooperative's construction work plans and works closely with any consulting engineering firms.
- 4. Develops operating procedures for the engineering department when necessary.
- 5. Stays informed about developments in the field of engineering, construction, and operations through trade publications,

participations, engineering meetings, and attendance at trade shows, workshops and other educational programs.

6. Participates in the selection and implementation of new smart grid technology developments.
7. Assists in the development of load studies, system studies, sectionalizing plans, and maintenance programs.
8. Develops work schedules for new member extensions, long range plan construction projects, system improvements, easements and maintenance projects.
9. Work in conjunction with EKPC on developing load studies, long range transmission needs, future communications and technology needs, substation planning, and various coordinated projects.

B. Organizing

1. Interviews, selects, appoints and terminates reporting personnel subject to the approval of Vice President Operations.
2. Develops organization structure for engineering department and presents to Vice President Operations for approval.
3. Prepares position description and presents to the Vice President Operations for approval; reviews and approves position description of reporting personnel and sees that they are accepted and understood.
4. Assures that all reporting personnel are trained in accordance with the qualifications of their position.
5. Periodically appraises the performance of reporting personnel, counsels with them, assist them to develop and improve, then reviews these appraisals with Vice President Operations.
6. Recommends wage and salary adjustment within the approved wage and salary policy for reporting personnel, subject to the approval of Vice President Operations.
7. Develops, generates and maintains team spirit and enthusiasm throughout the engineering department by appropriate delegation, recognition of accomplishments, coaching and counseling, performance appraisals and by assignments according to merit, ability and interest.

C. Operations

1. Performs Personally

- a. Plans engineering system expansion, ensures staking sheets and construction projects are designed and forwarded to the necessary people for timely completion.
- b. Prepares monthly system outage numbers for the executive staff.
- c. Prepares the annual systems reliability report for each distribution circuit in the system, analyzes the previous five year history of each circuit, compiles and submits the final report to be submitted to the Public Service Commission.
- d. Performs the annual calculations required by the Public Service Commission for the cost per foot differential found in our tariffs that are required to be reviewed and updated annually.
- e. Develops and monitors the sample meter test program required annually by the Public Service Commission as well as submitting the quarterly reports and support data to them.
- f. Field checks the system for compliance with engineering design and inspects completed lines for conformance to RUS Specifications.
- g. Develops and monitors joint use pole attachment contracts to ensure compliance is being maintained and determine if the projects are meeting RUS and code specifications. Also approves applications for attachments, oversees the ongoing attachment count, and invoices the attached parties for joint use work and annual rental.
- h. Assists the Vice President of Engineering and Operations in preparing for filings or hearings before the Public Service Commission along with applications for loan funds.
- i. Prepares contracts for the sale of electric power to commercial and industrial consumers, net metering, and special contracts required for member's service extensions.

- j. Participates in and attends local, state and national meetings as directed.
- j. Approves requisitions for necessary supplies and equipment for Engineer Department.
- k. Assures that cooperative vehicles, equipment and supplies are used in a safe manner, kept clean and neat; that all safe driving rules and regulations are strictly adhered to and advises the Vice President Operations of needed repairs and maintenance.
- l. Keeps familiar with and proficient in performing first aid and artificial respiration.
- m. Meet with and advises members on their electrical equipment needs, wiring procedures, service requirements and equipment selection.
- n. Performs such other duties as directed or required, including duties at annual meeting.

2. Directs

Directs the activities and personnel of the Engineering Department, including Staking Engineers, Engineering Service Coordinator, Mapping Technician, Meter Technician, and Line Technician/Engineering Technician. Ensures that all responsibilities, authorities and relationships are understood and accepted. These delegations are all subject to established policies, procedures, budget and other special limitations of the cooperative.

D. Controlling

- 1. As a member of the Engineering and Operations staff, reviews the Cooperatives viewpoints, objectives and policies to determine needed repairs and maintenance.
- 2. Reviews completed construction and maintenance plans to determine if any remedial action is necessary.
- 3. Constantly reviews departmental operating methods and procedures to determine if they can be improved.

4. Analyzes summary of outages to determine if maintenance or other corrective action is necessary and if so, consults with construction/maintenance superintendents to see that action is taken.
5. Ensures the successful operations of all implemented technology, including reviewing and recommending any and all manpower, technology, software, or hardware required.
6. Reviews annual work plan to determine the accuracy of the cost and to review the feasibility of them.
7. Compares the cost of completed construction with the cost estimates and the annual engineering work plan to determine if any corrective action is necessary.
8. Serves as the internal auditor for inventory control.

IV. RELATIONSHIPS

- A. To obtain from the members right-of-way and establish new services and system improvements; to encourage safe and efficient use of electricity; to act as an authority or ombudsman for member complaints, trying at all times to obtain cooperation of members and to maintain continued support of the cooperative.
- B. To work and confer with KAEC Engineer's Association; to participate in their programs of education and instruction; to improve technical and management skills and knowledge by participation in educational institutes, workshops and other education programs.
- C. To participate in meetings of KAEC, NRECA and professional organizations; to serve on committees and to carry out assignments as requested; to confer with on problems where these organizations might be helpful.
- D. To obtain information from suppliers on apparatus and to inform them of the cooperative's requirements.
- E. To accompany RUS personnel on engineering inspections of completed work orders; to seek advice and assistance from as requested or required.
- F. To confer with consulting engineer on development of system studies and annual engineering work plan; to provide data and information as

necessary; to seek advice and assistance on engineering problems as required.

- G. To confer with telephone companies and CATV companies on joint pole use contracts.
- H. To confer with East Kentucky Power Cooperative on load growth, location of land centers and other engineering projects as required.

6/1/16

SPECIFICATIONS

EDUCATION

B. S. degree in Electrical Engineering with Professional Engineer's License preferred.

EXPERIENCE

A minimum of five years combined education and experience.

JOB KNOWLEDGE

Must have thorough knowledge of distribution engineering including load studies, sectionalizing studies, distribution line routing, distribution economics, transformer loading, distribution line design and system mapping. Should have thorough understanding of NESC, NEC, PSC regulations, RUS design specifications, work order and loan procedures, approved material; should have working knowledge of personal computers, main frame systems and surveying equipment.

ABILITIES AND SKILLS

Must be able to plan, direct and supervise the daily operations of the engineering department of the cooperative. Should possess effective verbal and written communications and math skills.

WORKING CONDITIONS

Usual office conditions with nominal amount of field work and regular travel throughout the distribution system. Work outside normal hours, emergency work and occasional overnight travel. Must have a valid Kentucky driver's license. Should live within 45 minutes driving time of headquarters.

Inter-County Energy recognizes that Controlled substances, alcohol and medical cannabis use jeopardizes the safety and productivity of all employees, as well as the safety and well-being of the general public.

This company is dedicated to providing safe and efficient service to our customers. Our employees are our most valuable resource in ensuring the quality of this service. The goal of this company is, therefore, to provide our employees with a workplace environment which promotes health and safety. The Company's employees are safety-sensitive employees who "discharge duties fraught with risks of injury to others that even a momentary lapse of attention can have disastrous consequences" or whose duties have the "potential for immediate injury to others".

EMPLOYMENT ACKNOWLEDGEMENT OF JOB DESCRIPTION

Signature _____ Date _____

Print Name _____ Date _____

Supervisor _____ Date _____