



# Lincoln Electric Cooperative, Inc.

<b>Position Title:</b> Engineer	<b>Supervised by:</b> General Manager
<b>Date Adopted:</b> September 2022	<b>Date Revised:</b>

**SUMMARY:** Responsible for all engineering functions of the cooperative. Includes planning for new construction, replacement and system improvements required to the transmission and distribution system; establishment of cooperative standards for material and construction units in compliance with applicable codes and regulations; and maintenance of engineering records and system maps.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Design industrial, subdivision or other complex electrical distribution projects.
- Design work for major projects such as upgrading, loading, overhead to underground conversion.
- Develops short-range and long-range work plans, including drawings, plans and specifications for the construction of distribution and substation facilities.
- Responsible for engineering design for new construction, existing plants, load flows, fault calculations, system specifications, etc.
- Directs the design of both single and three-phase line construction.
- Maintain the Milsoft distribution model.
- Review work orders that require a Professional Engineer.
- Assure proper application of protective equipment for distribution system.
- Assist/prepare and maintain up-to-date system maps and engineering data.
- Conduct sectionalizing studies on a regular basis.
- Conduct load balancing studies and make recommendations to address issues.
- Conduct studies on transformer loading on a regular basis.
- Forecast the work with consulting engineers and help with annual budgeting of their needs.
- Identify line upgrades/wire sizes through Milsoft model.
- Design and coordinate upgrades of substations.
- Engineer joint projects with other utilities or entities.
- Engineer for grant opportunities.
- Assist with identifying power quality issues.
- May assist with the design generation options.
- Other duties as assigned.

**SUPERVISION:** The Engineer will report to the Manager of Engineering and IT. The nature of this position is such that he/she will be working primarily without direct supervision, and therefore will be expected to exercise knowledge and good judgment at all times.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION and/or EXPERIENCE:** Bachelor's degree in Electrical Engineering or

related field. Minimum of five years experience in electric utility design of overhead and underground distribution, transmission and substations at electric distribution utility.

2. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of peers, members, and the general public.
3. **MATHEMATICAL SKILLS:** 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 draw and interpret bar graphs.
4. **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
5. **CERTIFICATES, LICENSES, REGISTRATIONS:** Montana PE License required within one year of date of hire. Must hold or be able to obtain and maintain a valid Montana driver's license.
6. **TRAVEL:** Occasional travel is required.
7. **OTHER SKILLS and ABILITIES:** Must have an understanding of electrical distribution system, and substation and transmission system design and operation. Must have knowledge of principles and practices of accounting and budgeting; computer literate with knowledge of data processing; and the ability to deal with customers, co-workers, board members, and the public in a courteous and professional manner.

**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.

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, business machines or controls; and talk or hear.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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 accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no risks beyond those associated with normal office activities and no special precautions of any kind are required. The noise level in the work environment is usually quiet.

**ACKNOWLEDGEMENT:** Signatures below confirm that the employee, supervisor and General Manager have discussed the duties of the position and that a clear understanding of the duties exists for the employee.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Engineering and IT

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date