



Position Title: Manager of Operations	Direct Supervisor: General Manager
Date Adopted: July 2020	Date Revised: February 2026
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SUMMARY: Manages the Operations department of the Cooperative. Maintains outside distribution, transmission plant and substations; supervises the construction of distribution and transmission plant. Responsible for the completion, execution and reporting of the wildfire mitigation plan.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directs, schedules and supervises the work of department in a manner that ensures the work is done promptly, safely, economically and efficiently.
2. Counsels and consults with members and departments on new and existing electrical facilities, as well as service problems and complaints.
3. Maintains and schedules all required maintenance and compliance testing on all distribution, transmission and substation equipment.
4. Responsible for and schedules all required right-of-way maintenance, including tree trimming and pole testing.
5. Responsible for the completion and execution of the wildfire mitigation plan (WMP). Responsible for vetting current procedures and recommending changes or enhancements to build upon the strategies in the WMP. Report to the Board of Trustees annually the status of the WMP.
6. Responsible for all rolling stock equipment and purchases.
7. Assists with the maintenance of warehouse and grounds facility.
8. Prepares annual Operations operating and capital budgets.
9. Reports to General Manager of the events, schedules and status of personnel within the department.
10. Reviews policies, rules, procedures and regulations essential to efficient operation of the operations departments and makes recommendations to the General Manager if changes are essential.
11. Consults with the Cooperative's Manager of Member Services, Materials, Safety & Compliance and General Manager for presentation and participation in the safety and training programs for department personnel.
12. Performs other duties as may be assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors and other non-supervisory personnel. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for selection, and training employees; planning, assigning, and directing work; appraising performance and



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recommending salary adjustments of personnel within the department according to the wage and salary plan; disciplining and/or recommending for termination as necessary; addressing complaints and resolving problems. Manager of Operations is a member of the Senior Staff team.

SUPERVISION RECEIVED: Assignments are broadly stated in terms of objectives to be met. The employee is responsible for planning and organizing the details of his/her own work, deciding upon the methods to use to produce the desired result, making proper interpretations, using judgment to solve even unusual problems, and acting as the final authority on the adequacy of the work of others. The supervisor exerts control over matters such as long-range planning, expenditure of funds, and related problems.

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.

EDUCATION and/or EXPERIENCE: High school graduation or equivalency. Qualified journeyman lineman with at least 5 years of experience in a supervisory capacity or the equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend instructions, correspondence, memos, and technical information related to the trade. Ability to write business correspondence. Ability to effectively present information in one-on-one and small group situations to members, and other employees of the organization.

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.

REASONING ABILITY: Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to manage problems involving several concrete ideas and concepts.

CERTIFICATES, LICENSES, REGISTRATIONS: Must hold or be able to obtain and maintain a valid Montana driver's license and be First Aid and CPR certified. A Class A, Type II Montana driver license is preferred.



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OTHER SKILLS and ABILITIES: Thorough knowledge of construction practices and specifications, state and federal safety codes and operation and maintenance practices for distribution and transmission facilities. Computer skills: Microsoft excel, word, voltage, and amp testing. NISC experience a plus. Ability to deal with employees 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; stand for periods of time; reach with hands and arms; climb or balance; or stoop, kneel, crouch, or crawl. There is regular travel within the service area.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this 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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock; works near moving mechanical parts; and is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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

Employee

Date

General Manager

Date