



External Job Posting

Job Title: Energy Solutions and Property Specialist	Posting Time Frame:
Reports To: Engineering Manager	September 24 – October 8, 2021

The following position will be posted internally and externally for the time frame listed above. If interested or have questions, please contact Susan McGaugh at smcgaugh@highwestenergy.com. An application is available at highwestenergy.coop.

ENERGY SOLUTIONS AND PROPERTY SPECIALIST

High West Companies

(High West Energy, Inc., High West Wiring and High West Digital Solutions)

1 POSITION SUMMARY:

Under general supervision of the Manager of Engineering, investigate and support new energy applications and products. ROW and easement preparation, acquisition and filing are a key component of this position as well.

2 ESSENTIAL DUTIES AND TASKS:

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- c) Exhibits excellent member service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- d) Assists in maintaining the security of the company's assets and data from hazards, including physical and cyber.
- e) Lead or support the execution of projects of integrated distribution planning and distributed energy resource programs including but not limited to (solar PV, non-solar distributed generation, electric vehicles including charging stations, battery storage, demand response, energy efficiency).
- f) Utilizes multiple software platforms to study and plan for increased distributed energy resources (DER) and associated changes to HWE's system loading and load profile.
- g) Examines the effects of photovoltaics (PV), energy storage and electric vehicles (EVs) on the distribution grid and provides support to Operations and Engineering by contributing analysis to system issues.

- h) Collects and interprets Advanced Metering infrastructure (AMI) data to further the understanding of the distribution system and its capabilities.
- i) Provides advice and technical assistance to employees and members promoting the safe and efficient use of electric energy, load management programs, energy conservation and distributed energy resource systems.
- j) Acquires right-of-way easements and completes easement filings at appropriate county courthouses.
- k) Develop and obtain thorough negotiation; easement and right-of-way documentation; conduct deed searches; identify owners, principal agents and secure cooperation and permission for the construction of electric facilities.
- l) Prepares right of way easements with bearings and to-scale.
- m) Stakes power lines, prepares staking sheets.
- n) Estimates the line cost for power line extensions.
- o) Meets with members to discuss the line cost estimate and state and local rules and regulations.
- p) Inspects poles and lines to determine their condition and need for maintenance.
- q) The foregoing position description is not all inclusive of the duties to which the employee may be assigned. Additional duties may be assigned as are deemed necessary or desirable by the Association.

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk. Work performed outdoors, weather may be extreme, and exposes employee to a noisy environment. Must be able and willing to work irregular hours and some overtime required.

Operate any cooperative passenger vehicle and maintain a valid driver's license.

4 PHYSICAL REQUIREMENTS (IF ANY):

Must be able to see, walk, hear and speak. Intermittent standing, stooping, bending and walking. Lifting objects up to 50 pounds may be required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:

- a) Must be physically and mentally able to safely function in all aspects of this position.
- b) Education – Two-year college degree is desirable, preferably in engineering or related field. High school or vocational school graduate with technical majors, together with favorable experience, will be evaluated to determine equivalency to or in lieu of a degree. Additional technical related courses are desirable.
- c) Experience – Minimum of 2 years' experience in staking or a related field. Similar work experience may be substituted for staking.
- d) Must be dependable, courteous, and friendly.
- e) Must be able to work with people easily and consider members' concerns.

- f) Must be able to communicate effectively both in written format and verbally.
- g) Must be able to communicate using two-way radio according to FCC rules and regulations.
- h) Must have basic knowledge and use of computers and data terminals; GPS experience a plus.
- i) Must be able to understand and use electronic spreadsheets, word processing and other programs/equipment, including computer programs, provided by the employer now and in the future.
- j) Must be able to competently perform calculations applying principles of algebra, geometry and trigonometry.
- k) Must be able to perform drafting (mechanical and computer aided) lettering, and mapping duties commensurate with high standards of quality, accuracy and neatness.
- l) Must be able to interpret and apply RUS bulletins and guidelines and interpret property descriptions.

6 MACHINES, TOOLS, EQUIPMENT:

Tools and equipment typically used include: computer, surveying equipment and basic office equipment.

7 QUALIFICATIONS:

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

- Strong communication skills
 - Ability to handle complaints and inquiries with a high degree of professionalism
 - Strong ability to maintain, grow and enhance relationships with membership
 - Attention to detail and high degree of accuracy
 - Strong analytical skills coupled with the ability to problem solve, make decisions and be a team player.
- a) Must have well developed administrative and communicative skills, ability to understand and/or interpret oral and written instruction. Demonstrate attention to detail and the ability to write correspondence using correct grammar, spelling and punctuation.
 - b) Must understand various computer programs, including but not limited to Microsoft Word, Excel, PowerPoint, and the NISC System. Must demonstrate the ability to accurately input and interpret data.
 - c) Successful performance on pre-employment tests may be required.
 - d) The incumbent must be able to pass any required drug test, alcohol test, new hire physical examination, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

8 REPORTS TO:

Engineering Manager

9 DIRECT REPORTS:

None

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Created 9/24/21

We are an Equal Opportunity Employer: Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.