



Solutions for the Future

Providing Electric, Telephone, Internet and Cable Television Service

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JOB DESCRIPTION

Electric Operations Manager

REPORTS TO: Chief Executive Officer

SUPERVISES: Line Superintendent, Power Plant Supervisor, Utility Staking/Meter Technician

OBJECTIVES: Assists the CEO/GM in all aspects of providing reliable, safe electric service to Cooperative members. Responsibilities include day-to-day administration of internal operations. Responsive to service requirements of all Nushagak Cooperative members by providing adequate and reliable electric, telephone and cable television services through efficient construction, operation, replacement, removal, and maintenance of utility plant in compliance with industry and regulatory standards. Monitors adherence to electric approved budgets and work plans. May serve as acting CEO/GM in absence of the CEO/GM.

Lead a team of dedicated people with resources to deploy, build and maintain infrastructure.

MISSION STATEMENT:

We exist to serve our members in a cooperative spirit, providing competitive, reliable, and safe services at cost consistent with sound management. We will continually evaluate the needs of our members and take an active role in the development of opportunities advantageous to our members.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

RESPONSIBILITIES:

1. Day-to-day administration of all internal operations by directing activities of the utility division's administration and finance operation by scheduling and assigning work, determining methods for doing work, checking quality of work, answering questions, handling personnel issues, and monitoring workflow to ensure timely completion of activities.
2. Responsible for hiring, supervision, training and development of staff for Division 1 (electric) that meets all areas of compliance with approved policy and procedures.
3. Prepares long and short-term budgets and work plans used in implementation of Board of Directors objectives. Monitors adherence to budgets and work plans to ensure objectives are met.
4. Assist the Chief Executive Officer in the development of short term and long-term plans and budgets for the construction, operation, and maintenance of the electric utility systems.
5. Oversees the construction of facilities for the telephone, cable television and electric service divisions.
6. Manage a job training and safety program that ensures compliance with OSHA and the National Electric Safety Code guidelines and adherence to all additional safety rules and guidelines established by Nushagak Cooperative.
7. Coordinate with other departments to optimize teamwork and efficiency.
8. Works closely with the Telecom Operations Manager to ensure communications, broadband, cable television/Internet facilities are constructed correctly by the construction crew.
9. Implement the approved plans and budgets for the construction and operation of the utility systems, including supervising contracted construction or maintenance services, with regular progress reports to the CEO.
10. Manage the purchasing, operation and maintenance of the fleet of trucks, tools and construction equipment for Division 1 (electric) within budgetary constraints and utility guidelines.
11. Manage the purchasing and inventory of utility system materials and equipment for Division 1 (electric) within budgetary constraints and utility guidelines.

12. Manage the engineering to include staking sheets and Continuing Property Records (CPR) and construction for new service installations including the preparation of cost estimates and sign off on the necessary permits and easements after being obtained by the Utility Technician for Division 1 (electric).
13. Make periodic reports on the operations of the utility systems and present testimony before various boards, commissions, and state agencies.
14. Works together with Telecom Operations Manager to manage the Utility Technician's performance and overall completion of staking sheets for all divisions.
15. Maintain the utility system in regulatory compliance with all applicable codes and regulations paying close attention to Air Quality Permit requirements, Spill Plan requirements and all other regulatory requirements for the electric division.
16. Develop and maintain a positive cooperative image.
17. Performs other duties as assigned by the CEO.

LEADERSHIP DUTIES:

1. Promote enthusiasm and a cooperative spirit with coworkers, other departments, and members.
2. Attend trainings and conferences to stay current on industry standards and best practices.
3. Develop and improve maintenance procedures and schedules. Direct and assist field technicians when necessary.
4. Train field technicians and apprentices in all aspects of job-related duties outlined in this job description.

PHYSICAL REQUIREMENTS:

1. Able to push, pull, lift and position tools, equipment and structural material weighing in excess of 100 pounds, the ability to grip and hold lines and ropes with up to 75 pounds weight on them.
2. Able to work with both arms overhead and with small components.
3. Able to perform duties involving prolonged standing, sitting, crouching and/or stooping.

WORKING CONDITIONS:

Work will be performed inside environmentally controlled offices and outside in the field in potentially inclement weather. Work may include climbing poles. Must be able to work flexible hours including: scheduled on-call, weekends, holidays, before and after designated shift hours. Must be willing to travel within our rural service area. Modes of travel may include: small planes, ATV's, boats, helicopters, and snow machines.

This is a demanding position that requires a flexible schedule and dealing with difficult personalities and conflicts while maintaining a consistently professional and calm emotional demeanor.

MINIMUM QUALIFICATIONS:

1. Must possess and maintain a current State of Alaska, Electrical Certificate of Fitness.
2. Must have and maintain a valid Alaska Driver's License and a satisfactory driving record.
3. Must obtain or be able to obtain Alaska Commercial Driver's License (CDL) within thirty (30) days from the date of hire.
4. Bachelor's degree in engineering or related field or a high school graduate with substantial postgraduate training and directly applicable experience in electrical utility systems.
5. Ten years of work experience, of which at least five years has been in a supervisory role directly applicable to the responsibilities of this position.
6. Must have good communications skills, both verbal and written, with above average command of the English language.
7. Must be proficient in the use of word processing and spreadsheet computer software. I.E. word, excel, and the ability to learn new processing systems.
8. Must have the ability to foster and maintain a team-oriented work environment among all divisions of the Cooperative.

Approved by: 
William Chaney, CEO/General Manager

Date: 5-5-23