



OREGON TRAIL ELECTRIC COOPERATIVE JOB DESCRIPTION

Position: Director of Operations

Department: Operations

Reports To: General Manager

FLSA Status: Exempt

Position Summary

Directs the construction, operations, maintenance, Geographic Information Systems (GIS), Staking and Regulatory Compliance departments functions of Oregon Trail Electric Cooperative's (OTEC) distribution system. Delivers effective leadership for the Operations Department to ensure best in class service to cooperative members. Develops department initiatives to support the cooperative's strategic plan by realizing business objectives, helping OTEC adapt and grow and by allocating department resources appropriately.

Required Education and Experience

- High School diploma or equivalent.
- Seven years' experience working in electric utility operations with five years of operations management. Management experience in other business settings will be evaluated for relevance.
- Experience supervising, coaching and developing employees.
- Possess or can obtain a valid Oregon driver's license.

Preferred Education/Experience

- Bachelor's degree in Business Management, Operations Management or related discipline.

Competencies

1. Comprehensive knowledge of principles relating to the design and operation of transmission and distribution systems
2. Comprehensive knowledge of applicable policies, rules, regulations and codes relating to design and operation of transmission and distribution
3. Excellent negotiation skills including the ability to facilitate and manage organizational change
4. Excellent management skills, including demonstrated ability to work cross-functionally with a variety of diverse groups
5. Excellent verbal and written communications skills, human relations skills, and the ability to operate in high pressure situations
6. Demonstrated ability in planning, implementation and leading complex projects

7. Demonstrated ability to develop and present proposals and information to a variety of audiences including the Board of Directors, management, and employees
8. Ability to facilitate the effective exchange of ideas and drive to resolution while balancing differences of opinion, cooperative needs, and business objectives when several groups are involved in the solution of a problem
9. Translate the current and future market/customer needs to effective programs, activities, and resulting work practices
10. Achieve timeliness in customer response, technical analysis and job completion

Essential Functions

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

1. Establishes or recommends to the General Manager, operation strategies, objectives and policies for the cooperative.
2. Directs all approved construction, operations, maintenance and consumer activities and programs to obtain maximum productivity and effectiveness in the pursuit of strategic goals.
3. Assists the Engineering Department with the preparation of departmental annual work plans and other operational studies to assure adequate system capacity, service reliability and workplace and public safety and to provide distribution plan capitalization estimates for future planning.
4. Develops and recommends contracts and agreements for consideration the by the General Manager, Legal Counsel and the Board of Directors.
5. Ensures construction activities are in accordance to pre-determined specifications and other pertinent regulatory authorities.
6. Monitors progress and costs incurred in carrying out departmental work plans and budgets; and prepares regular reports to the General Manager to assure compliance with program goals and budget levels and to serve as the basis for evaluation.
7. Ensures department employees are trained as necessary and that safety practices are followed as described in the safety manual.
8. Communicates with regulatory agencies, government, and special interest groups to facilitate the timely, cost-effective and efficient construction and maintenance of facilities.
9. Maintains relationships with OTEC contractors and other business partners to carry out the functions of the Operations Department. Recommends changes in these relationships to the General Manager.
10. Works daily to promote and foster positive working relationships with all managers, supervisors, employees and members of OTEC through consistent communication and in the best interest of the cooperative.
11. Attends functions, seminars, meetings, and activities essential to the effectiveness of the cooperative.

Working Conditions

This position is responsible for leadership, performance management, hiring and supervision of the management team within its department.

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Workload may require working beyond normal work hours to meet schedules. Occasional evening and weekend work is required as job duties demand.

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers. Work may be in a variety of environments including outdoors in all weather conditions, around energized electrical equipment, and in noisy or dirty environments with proper Personal Protective Equipment (PPE).

The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The work requires the ability to see and hear to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position. The work requires the ability to operate tools, equipment and vehicles associated with the job functions. Work activities involve combinations of walking, pushing, pulling, bending, climbing, and sitting for extended periods, lifting and carrying and standing for extended periods.

The work may require performance of moderate manual labor, lifting and carrying up to 25 pounds, climbing ladders and working with equipment at elevated positions in critical situations. Materials, equipment, and supplies will be lifted to and from trucks, equipment, shelves, and the ground.

Travel is required within the four-county service territory during the business day and infrequently overnight. Occasional out of the area travel is expected to attend various activities such as meetings, training and other events.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.