

LEA COUNTY ELECTRIC COOPERATIVE

POSITION DESCRIPTION

ELECTRICAL ENGINEER

Department:	Operations and Planning
Section:	System Operations
Reports to:	Manager – Engineering and Operations
Supervises:	None
FLSA status:	Exempt
NCS Code:	54-2341

OBJECTIVE:

Applies engineering principles in development of coordination studies, load flow analysis, short circuit analysis, voltage studies, arc flash studies, etc. Assists in the development of long and short-range system planning, design, and inspection of distribution and other facilities. Ensures compliance with environmental and regulatory requirements. Gathering data needed to carry out job functions, design and assist in design of distribution facilities. Assists in preparation of contracts for bids, monitoring project costs, and assists in inspections of contractor engineering work to ensure compliance with specifications and safety requirements. Work with employees to ensure compliance with applicable environmental regulations.

RESPONSIBILITIES AND AUTHORITIES:

1. Assists in the electrical modeling and analyzing of LCEC distribution system.
2. Assists in the development of LCEC's 4-year Work Plan to determine the system construction project necessary to maintain reliable and economic service to the LCEC system.
3. Assists in the analysis of relaying schemes for LCEC's distribution system.
4. Assist in programming and diagnosing electronic utility devices (e.g., recloser, regulator, etc.)
5. Provides support as required to crews in the restoration of service (confirm ability to temporarily switch loads to other feeders, fusing, regulator sizing, etc.)

6. Assist with the annual Engineering Department Business Plan to be synchronized with overall LCEC long range plans, technology implementations, and new processes.
7. Develops reports determining the system upgrades associated with large loads and large motors.
8. Ensures all environmental reports are prepared to be filed with appropriate governmental agencies.
9. Oversees performance of LCEC's outage management system and ensures any issues are identified and resolved.
10. Performs limited software development to support SCADA and MILSOFT systems.
11. Must develop and maintain professional knowledge of RUS and LCEC construction specifications.
12. Must develop and maintain knowledge of NEC rules, as they apply to wiring specifications.
13. Assist in development and monitoring of Engineering's capital and expense budgets.
14. Assist in the troubleshooting of power quality issues.
15. Develop competences required to inspect new and existing joint use facilities as required to ensure that these facilities comply with all applicable laws, codes, regulations and contracts.
16. Wears safety clothing and equipment such as a hardhat, safety glasses, etc. as appropriate. Becomes certified in CPR, first aid and use of fire extinguisher.
17. Performs all duties in accordance with applicable safety, policy and procedure manuals, rules and regulations (LCEC, NESC, OSHA, DOL, etc.)
18. Keep current with LCEC rate schedules and tariff.
19. Must obtain a valid NM driver's license.

EDUCATION:

Bachelor's degree in Electrical Engineering from an accredited college or university.

EXPERIENCE:

A minimum of 1 year of engineering experience with an electric utility and P.E. preferred.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

The fully competent incumbent must possess the following knowledge:

- Proficiency in the use of electronic spreadsheets, word processing programs, and database management tools required. (MS Excel and MS Word)
- Knowledge and understanding of NERC and FERC is preferred.
- Experience with SPP preferred.

- Ability to use trigonometry, calculus, algebra, and analytic geometry in the course of designing facilities and line extensions.
- Knowledge of National Electric Code (NEC), National Electrical Safety Code (NESC), and Rural Utility Services (RUS) Distribution Specifications.
- Become knowledgeable of environmental laws, regulations, and concepts as they relate to the electric utility industry.
- Ability to keep abreast of current technologies and procedures.
- Must be able to exhibit time management skills and be able to carry out a variety of activities that require a high degree of accuracy and attention to detail.
- Competent in coordinating projects with other employees and work effectively as a team member.
- Ability to identify, analyze and solve problems, prioritize changing workloads, and consistently meet deadlines.
- Strong oral and written communication skills to tactfully and courteously communicate with the public and employees.
- Good reasoning skills with ability to make effective decisions.

WORKING CONDITIONS:

- Works in climate-controlled office environment 70% of the time and outdoors 30% of the time. Job requires the ability to sit, stand, walk, climb, bend, reach and lift or carry objects weighing up to 40lbs. Requires the ability to perform close work, have good vision, hearing and use of hands and fingers. Possibility of obtaining minor cuts, bruises, sprains, exposure to poison oak/ivy, insect bites/stings and unpredictable animals. Position requires driving a vehicle, navigational skills, traveling alone, and working extended hours. Position is considered safety sensitive. All employees must live within 30 minutes of their reporting site.