

# MANAGER OF SYSTEM OPERATIONS

## Job Details

T.I.P. Rural Electric Cooperative is seeking qualified applicants for the position of Manager of System Operations at our headquarters in Brooklyn, Iowa. T.I.P. REC is a member-owned electric distribution cooperative serving approximately 7,000 meters with 1,764 miles of line in portions of 10 counties with a headquarters in Brooklyn, IA and an outpost in Sigourney, IA. This is a senior staff position which reports to the General Manager and advises the General Manager on all matters relating to operations. This individual will plan, organize, direct, and coordinate all operations and technical service activities to ensure the best utilization of all human, financial, material, and other resources. This position is also responsible for the development of long- and short-range plans, purchasing and materials inventory activities.

Salary is commensurate with qualifications and experience. T.I.P. offers a strong benefits package.

T.I.P. Rural Electric Cooperative is an equal opportunity employer.

**Employment type:** Full-time

**Regular working hours:** 8½ hour days, with the start time of 6:30 am (or ½ hour before the linemen get to work, Monday – Friday (with longer days as necessary)).

## Essential Duties

- Provide leadership and direction for all distribution system engineering, technical, services, energy services, purchasing and materials management activities.
- Ensure the electric system is operating in a safe and reliable manner by adhering to Cooperative policies, industry standards (IEEE), regulatory code (NESC, NEC, NFPA), Department of Transportation requirements, and the adopted Operating Procedures of the Iowa Association of Electric Cooperatives.
- Oversee all substation construction and maintenance including the hiring of contractors.
- Oversee the development, installation, and maintenance of distribution system automation systems.
- Oversee the development and implementation of all engineering studies including construction work plans, long range plans, sectionalizing studies, arc flash studies etc. Develop Construction Work Plans while working in conjunction with the Finance Department.
- Serve as a main contact point for outside transmission and distribution organizations, the Iowa Utility Board, and other organizations for system operation related needs.

- Responsible for the development and execution of service contracts including Joint Use agreements with other utilities, right-of-way maintenance, pole, and meter testing.
- Responsible for over-seeing appropriate inventory levels for standard line materials. Reviews and prepares purchase orders on high value inventory such as cable, transformers, regulators, OCRS and conductors.
- Provide regular “on-call” coverage 24 hours a day 7 days a week to ensure our membership is provided with the best service possible. On Call months can be alternated with the Staking Technician/Member Service and Operations Coordinator.
- Provide leadership and development opportunities to all employees within the Operations Dept. to allow them to maximize their ability and provide the greatest benefits to the Cooperative.
- As a member of the Executive team, this position is responsible for the provision of a full range of supervisory activities including but not limited to the selection, training, and evaluation of section personnel. Budgeting planning and the completion of special projects as delegated.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises the Staking Technician/Member Service, Operations Coordinator, Line Foremen, and Line Crews.

### **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 required.

- Must understand all aspects of distribution cooperative engineering including system design, system automation, telecommunications, and related areas. Must be familiar with the National Electrical Safety Code and RUS construction and materials specifications.
- Must be skilled in training, motivating, and evaluating assigned personnel in order to obtain the highest degree of productivity and the development of individual capabilities.
- Must be able to operate standard office equipment including computers, calculators, scanners etc.
- Must be able to perform the activities necessary to complete work assignments described in the duties and responsibilities section.
- Must be able to work with a variety of people under varying circumstances.
- Must be able to organize work to complete deadlines, set priorities and complete assignments with attention to detail and a high degree of accuracy.

- Excellent organizational, multi-tasking skills, and follow-through abilities.
- Self-motivated, discreet, resourceful, and detail oriented.
- Ability to think creatively to solve problems.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

A Bachelor of Science degree in Electrical Engineering from an accredited college or university is preferred but not required. A minimum of 10 years work experience in the electric utility industry or related field, and 5 years employed in a supervisory/management capacity.

### **REQUIRED LICENSES OR CERTIFICATIONS**

Valid Driver's License. Must be able to perform first aid procedures, including CPR.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, financial reports, and governmental regulations. Ability to effectively present information and respond to questions from groups of managers, co-workers, and members.

### **COMMUNICATION SKILLS**

Ability to effectively communicate in a verbal and written manner with other Cooperative department leaders, employees, vendors, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures that are commonly encountered in operating and evaluating electrical power systems. Proficient in Microsoft Word, Microsoft Access, and Excel.

### **REASONING ABILITY**

Ability to apply common sense understanding, and to carry out instructions furnished in written, oral, or diagram form; Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **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. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee will occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and 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. A combination of inside and outside work in all kinds of weather may be required. 8.5 hour days/5 days per week, with the start time being ½ hour before the linemen arrive to start their day. Irregular hours including

nights, weekends, and holidays may be involved, particularly during emergency situations. If bad weather is forecast, the employee must consider the possibility of being called into work.

All applicants who are selected for a position at T.I.P. Rural Electric Cooperative must pass a pre-employment physical examination, motor vehicle driving record check, and drug & alcohol test prior to starting employment.

## Contact Information

Interested applicants should submit a resume and cover letter to:

T.I.P. Rural Electric Cooperative

Attn: Lee Rozmus

612 W. Des Moines St.

P.O. Box 534

Brooklyn, IA 52211

[lrozmus@tiprec.com](mailto:lrozmus@tiprec.com)

A full job description is available upon request.

Position will remain open until filled.