




Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Director of Engineering and Engineering Operations**. JMEC is currently looking to fill the position of Director of Engineering and Engineering Operations based at our Espanola, NM headquarters office. This position is responsible for the short- and long-range planning and design of the electrical system through sound and accepted engineering standards to ensure the best possible quality and reliability of service for the Cooperative's members. This person will be responsible for developing and implementing engineering policies, procedures, and best practices that align with JMEC business objectives. This person will also direct and coordinate all engineering aspects of the division through subordinate staff. This person will also direct the new utility service request process through subordinate staff.

Required Education, Degrees, Certificates, and/or Licenses:

- Bachelor of Science Degree in Electrical Engineering. Ten years of professional electrical engineering experience with an electric utility. Possess excellent proficiency in Microsoft Word and Excel. Proficient in the use of Milsoft Windmill and Milsoft Light Table. Knowledge in planning and design of an electrical system along with working knowledge of the National Electric Safety Code, the National Electric Code and Rural Utilities Service engineering specifications as they pertain to the design construction and operation of the electric distribution system. Knowledge of OSHA standards and specifications as they relate to an electric utility.
- **Certificates, Licenses and Training:** Registered Professional Engineer preferred, but not required. An individual in this position may be required to drive a company-owned vehicle at times and therefore is required to maintain a valid Driver's License and a good driving record. This person will utilize various resources to stay educated about new engineering standards in the electric utility industry.

Essential Functions/Job Duties:

- Support and incorporate the Cooperative's Mission, Vision and Values in personal and professional behavior and decisions.
- Direct subordinate staff responsible for new utility service requests and ensures the process is managed from start to completion.
- Direct subordinate staff responsible for all aspects of electric distribution planning and design of existing and new distribution facilities.
- Coordinate various capital system improvements such as substations, transmission lines, SCADA, and power distribution facilities.
- Development of annual capital and operating budgets. Works with management team to recommend adjustments in operations to achieve financial results set forth and approved by the Board of Trustees.
- Coordinate development of system planning documents such as long-range plans, construction work plans, sectionalizing and load forecast studies and assist in rate studies for the electrical system.

- Design and develop the settings and standards for equipment and material used in the construction, operation and maintenance of the electric system and ensure compliance with accepted engineering standards and practices.
- Direct the Meter Tech department and JMEC metering standards.
- Direct the maintenance of substations and upgrades to substation equipment.
- Keeps abreast of current developments and safety and environmental concerns as they relate to the electric utility industry and ensure compliance with accepted standards and practices.
- Meet with members on technical issues associated with their electric service. Investigate and resolve commercial and industrial member power quality complaints.
- Oversee applications for net metering and interconnection of distributed generation to ensure these systems meet all technical and reporting requirements set forth in the operating policy.
- Looks for training opportunities to develop the members of the department in their jobs.
- Attend meetings of the JMEC Board of Trustees as requested.
- Perform other related duties as may be assigned.

Physical Demands and Work Environment: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a climate-controlled environment with minimal noise levels. Requires travel to and from various job sites and other JMEC office and field locations including the Jemez Springs and Cuba District offices and substations, circuits and other equipment throughout JMEC vast service area in Northern New Mexico.
- The physical demands of this position include frequent sitting, standing, walking, keyboarding, talking, hearing, visual ability, and mental and emotional demands. Must maintain sufficient strength to lift and carry up to 50 pounds on occasion.
- Must be available to work long hours during outage situations and work during non-working hours which may include weekends and holidays on occasion.
- This position is subject to pre-employment physical and substance abuse testing and may be subject to random testing in accordance with the Cooperative's substance abuse policy.

Job Requirements and Experience:

A minimum of ten (10) years of directly related experience in utility design and operation. 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, skills and/or abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package. For more information on the position please contact Dwight Herrera.

Applications will be accepted until _____, and should be directed to:

Dwight Herrera, Senior Manager of Human Resources and Support Services
 P.O. Box 128 Española, New Mexico 87532
 505-753-2105 Ext. 1111
 505-753-6958 fax
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