

**SHELBY ENERGY COOPERATIVE
POSITION DESCRIPTION**

JOB TITLE: System Engineer

LOCATION: Power Delivery Services

FLSA STATUS: Exempt

EEO CODE: 02

REPORTS TO: Manager of Engineering

NRECA JOB CODE: 54-2421

GENERAL SUMMARY:

Provide engineering knowledge and expertise in the development of sectionalizing studies, work plans, long range plans, transformer and other equipment evaluations, and other engineering studies to assure system reliability and efficiency.

Maintain the proper performance of metering devices, AMI system, OMS system, voltage regulation devices and other special electronic equipment related to the electric utility industry.

Responsible for the operation of electronic data collection and monitoring systems that interface with the Shelby Energy local network and its various interfaces within the distribution system.

ESSENTIAL DUTIES AND TASKS:

1. Assists Manager of Engineering with the development and evaluation of electric distribution system reliability and efficiency studies – including voltage drop, fault current, load balance, arc hazard analysis, long-range distribution planning and multi-year construction work plans.
2. Test and calibrate single and polyphase watt-hour meters, demand meters, recording volt meters, substation demand reduction devices in conjunction with Shelby Energy policies and Kentucky Public Service Commission (“KPSC”) regulations.
3. Provide inter-departmental support and training for line distribution equipment installations and lend support to the Billing Department on metering and assist with the billing of large power accounts when necessary.
4. Develop strategies to assist with member complaints due to voltage sags, blinks and interruptions.
5. Request specific quotes and purchase specialized equipment.
6. Participate in professional, local and statewide organizations to exchange ideas and information for the benefit of Shelby Energy and the communities we serve.
7. Calibrate, repair, test and maintain records for single and polyphase meters according to Shelby Energy policies and KPSC regulations.

8. Responsible for administering and maintaining system supervisory control and acquisition system (SCADA) along with future enhancements to the systems.
9. Participate in CPR training, safety classes and other safety activities as necessary.
10. May serve as team member for on-call outage duty.
11. May serve as backup for management in the operations and/or engineering department as directed or required.
12. Attend and participate in the annual meeting as directed.
13. Responsible for managing miscellaneous projects and others duties as required or assigned.

WORKING CONDITIONS:

This work is performed indoors in an office atmosphere as well as outdoors in all weather conditions. Regular hours are Monday through Friday, however; extra hours are necessary whenever needed during non-scheduled work periods.

Employee in this position is required to have his/her permanent residence within 40 minutes driving time of the Shelby Energy headquarters office or located within Shelby Energy's service territory. Regular hours are Monday through Friday, extra hours when necessary and mandatory report whenever needed during non-scheduled work periods.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position.

In order to maintain a safe working environment, each Shelby Energy employee shall:

Adhere to the Shelby Energy Safety Manual and abide by the rules adopted by Shelby Energy and applicable governmental regulations;

Attend and participate in Shelby Energy Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

EFFORT:

Must be able to see, hear and speak. Work requires standing, walking, climbing and sitting. Must be mobile on uneven terrain, able to move body in various positions including maintaining balance, stooping, kneeling, crouching, reaching and working in areas where allergens and insects are present. Must be able to lift seventy-five (75) pounds; must be able to push and pull

objects weighing up to one-hundred (100) pounds. Must be able to operate light duty Shelby Energy vehicles. Must hear well enough to engage in conversations, hear various alarms and other sounds. May not be colorblind. Must have the stamina to work in rapidly changing weather conditions, under conditions of crisis and be able to maintain emotional control at all times. Must be able to read, write, measure and perform mathematical calculations.

MACHINES, TOOLS, EQUIPMENT:

Understand and manage substation and metering equipment, transformers, capacitors, servers, printers, telephone, PC's and work with various hand tools.

MINIMUM QUALIFICATIONS:

Associate Degree in applied Science in Electrical or Electronic Engineering is required. Bachelor's Degree is preferred. A minimum of five years of experience in the electronic, electrical engineering or software usage is required. Knowledge of electric distribution systems would be desired. Must be able to read, write, measure and perform mathematical calculations.

A combination of education, training and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests is required.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination. Must possess a valid driver's license. Must be able to maintain complete confidentiality of any information s/he encounters.

SPECIALIZED SKILLS AND KNOWLEDGE:

- Ability to maintain absolute confidentiality.
- In-depth knowledge and understanding of a broad range of computing technologies and proficiency in apply technology solutions to solve business problems.
- Knowledge of various computer operating systems, relational databases, personal computers and personal computer maintenance.
- Excellent written and oral communication skills including outstanding interpersonal skills.
- Ability to conduct and direct research and present ideas in a business-friendly and user-friendly language.
- Highly self-motivated with keen attention to detail.
- Ability to perform complex mathematical calculations with analytical, evaluative and problem-solving skills.
- Communicate and interact with personnel at all levels of the organization in a business, professional and respectful manner.

- Working knowledge of communications systems; both voice and data; all types of metering, substation operations, sectionalizing equipment, regulators and other major equipment as well as the installation of transformer and transformer banks.
- Able to work under very general supervision.
- **Shelby Energy Cooperative, Inc. reserves the right to revise and alter this job description as needed.**