

GRADY EMC

Job Summary descriptions current employees
NOT intended to be a complete job posting or final description

Applies to Every Job:

Every employee of this cooperative is ultimately responsible for maintaining a safe, respectable, and desirable workplace which requires unity and support for each other and every position. Regardless of the general job description, every employee is expected to adhere to the guidance of management and perform those duties as requested and capable regardless of the specific outline of the description in support of these guidelines. Therefore, each job may have additional duties and expectations in addition to anything described below and each of these are subject to change with changes in standards, technology, and industry advancement.

President and General Manager/CEO

Under the general direction and policy guidance of board of directors has total responsibility for the overall operation of the Cooperative. In coordination with department heads and manager, develops and evaluates programs, policies, methods and procedures related to management, organization and personnel administration. Prepares budget and financial forecasting.

Operations and Maintenance Manager

Responsible for long and short-range system planning, design, inspection of distribution, transmission, sub-station and other facilities. Provides staff services to other departments. Has final authority over the design, construction, maintenance, and service activities of the cooperative.

Chief Financial Officer

Manages and coordinates the financial and control activities of the organization. Involved primarily in long range planning and departmental organization. Provides oversight to managers of office and finance activities.

Manager of Inside Operations

Manages varying aspects of internal operations including the dispatch, customer service, IT technical, and metering departments. Position requires experience in all aspects of distribution electric utility with ability to plan, organize, manage and execute strategy for the technical and service/member aspects of the organization. Provides on-call supervision and planning for distribution operations.

Member Services and Marketing Manager

Manages and coordinates the activities of member education, community relations, member service, promotion of power use and economic and community development. Manages all communication outlets including newsletter, social media, web, and internal. Supports all aspects of the organization with member service guidance, planning, and education.

Engineering Manager

Responsible for long and short-range system planning, design, inspection of distribution, transmission, sub-station and other facilities. Assists in acquisition of right of way and sites. Provides staff services to other departments. Provides all oversight of engineering projects, personnel, and planning.

Construction Manager

Supervises activities required for construction and maintaining power transmission and distribution systems. Assists engineering by designing construction layout. Supervises line supervisors/foreman. Assists in all aspects of construction operations including materials, equipment, training, and education.

Facilities Manager

Responsible for physical plant operations and maintenance. Establishes schedule for plant maintenance and insures the operations and general plant facilities meet or exceed generally accepted standards and requirements of safe and reliable operations. Available for other maintenance and construction projects.

Line Crew Leader

Supervises electric distribution line construction, maintenance and operation, both overhead and underground. Performs material, tools, equipment and crew management including but not limited to education and safety training and oversight and insures productive crew operations.

Safety and Regulatory Compliance Coordinator

Plans, coordinates and presents job training, safety and loss control programs. Recommends safety operating rules and procedures, assists in evaluating public liability hazards and provides the general public with safety knowledge. Insures our facilities, crews, personnel, tools, and equipment meet or exceed safety accreditation standards. In addition, provides documentation and general oversight of our safety manuals and all applicable requirements for safe operations.

Senior Staking Technician

Investigates, surveys and stakes electric distribution lines in accordance with construction specification and prepares staking sheets. Meets with members and provides information regarding distribution construction and maintenance with cooperative minded construction. Experienced in all aspects of construction, maintenance, design, and engineering our distribution system.

Engineer

Provides analytical data, researches and develops programs ensuring environmental compliance. Is responsible for quality control and field engineering projects. Performs activities for installing, operating and maintaining load management, SCADA, instrumentation and apparatus. May also provide mapping data collection and input as well as oversight assistance with technical reviews and input regarding distribution network. Experience in all aspects of electrical distribution utility.

Senior Purchasing Agent

Assists in selecting vendors and procures materials. Maintains and controls purchase orders with approvals. Develops bid documents, evaluates vendor service levels and approves quality of items purchased. Reviews purchase requests and invoices for compliance and payment.

Shop Supervisor

Supervises and performs automotive and equipment maintenance and repair. Performs major overhauls and repairs including hydraulics. Maintains appropriate records. Minimum of 7 years' experience and acts as department head over shop.

MIS

Manages all the technical aspects of the organizations computer networks and databases. Insures all compliance and regulatory requirements are met or exceeded regarding communications, networking, security, etc. Develops plans and strategies for future technical and network changes and considers more efficient use of technology and devices/equipment across the organization.

Senior Member Services Representative

Serves as primary contact in the provision of services, connects and disconnects, problem resolution, payment arrangements, general inquiries and account maintenance. High level of customer contact; primary customer contact and group leader.

Service lineworker

A fully qualified lineman familiar with all circuits and switching points. Also builds service drops and extensions. Locates sources of service interruptions and other troubles. Performs necessary construction maintenance and/or repair restoring services. Sets meters, connections and disconnections. Minimum of 5 years required with knowledge of journeyman lineman a requirement.

Journeyman Lineworker (7yrs Exp.)

Performs diverse work erecting, repairing and operating distribution and transmission facilities. Works on energized lines, structures and equipment involving electricity distribution. Minimum of 7 years required with ability to lead crew.

Engineering Technician II

Provides technical assistance in system design, construction and maintenance. Performs activities for installing, operating and maintaining load management, SCADA, instrumentation and apparatus. Minimum of 3 years required in engineering.

Staking Technician III

Investigates, surveys and stakes electric distribution lines according to construction specifications and prepares staking sheets. Minimum of 4 years' experience required with 3 years as staker.

Mechanic II

Performs automotive and equipment maintenance and repair. Performs major overhauls and repairs including hydraulics. Maintains appropriate records. Minimum of 7 years' experience.

Senior Bookkeeper

Posts and balances a subsidiary ledger such as accounts payable or receivable under the general direction of the accounting manager. Reviews and codes invoices for proper accounting distribution and prepares closing journal entries. Minimum of 3 years as bookkeeping and may assist the department head.

Lineworker First Class (4yrs Exp.)

Performs diverse work erecting, repairing and operating distribution and transmission facilities. Works and maintains energized lines, structures and equipment involving electricity distribution. Minimum of 4 years' experience with 3 years as lineman.

Department Clerk III

Performs keyboard functions, maintains files, keeps records and performs other clerical tasks. Minimum of 5 years' experience and knowledgeable in clerical duties may be a department head assistant.

ROW Crew Leader

Directs right-of-way clearing, maintenance and operations as well as provide general distribution maintenance feedback. Minimum of 2 years' experience. Knowledge of ROW and provides system planning assistance to department head as well as certified arborist with experience in all aspects of forestry and agriculture management.

Apparatus Technician

Performs key functions for SCADA communications and substation equipment and technology implementations. Provides oversight with new technology and equipment interfaces and maintains key systems and provides support in all areas of distribution and substation monitoring and communications. Assists with device outages and system analysis for increased reliability.

AMI Technician

Performs technical repairs and work on metering infrastructure. Plans and evaluates metering technology and future strategies to improve metering communications and information to provide engineering department with more data for greater system planning. Installs special metering and maintains all aspects of the metering lab and department to meet or exceed regulatory and general compliance.

Member Accounts Representative III

Serves as primary contact in the provision of services, connects and disconnects, problem resolution, payment arrangements, general inquiries and account maintenance. Minimum of 2 years as account representative with expanded knowledge of consumer member services.

Senior Dispatcher

Maintains radio communication, both routine and after hour emergency calls and runs active load management and load control equipment. Experience during extreme weather and outage events as well as acting lead of dispatchers for scheduling, monitoring, and oversight. Minimum 3 years experiencing dispatching or equivalent.

Billing Administrator

Directs member-consumer bill preparation, applies rate schedules and/or verifies calculations, applies discounts and penalties, payments and balances accounts, answers inquiries and complaints and adjusts bills as needed. Minimum of 2 years in billing. Is a group leader within the department.

Lineworker II (3yrs. Exp)

Qualified lineman familiar with all circuits and switching points. Also builds service drops and extensions. Primarily works constructing, replacing and maintaining electric distribution and transmission lines, structure and equipment. Minimum of 3 years' experience in construction with 2 years as lineman.

Engineering Technician I

Provides technical assistance in system design, construction and maintenance. Performs activities for installing, operating and maintaining load management, SCADA, instrumentation and apparatus. Minimum of 2 years in engineering. Expanded abilities for station oversight, mapping, etc.

Staking Technician Trainee

Investigates, surveys and stakes electric distribution lines according to construction specifications and prepares staking sheets. Learning utility construction, RUS specifications, and general guidelines for successful staking and design.

Warehouse Department Clerk

Provides technical assistance in system design, construction and maintenance. Performs activities for installing, operating and maintaining load management, SCADA, instrumentation and apparatus. Minimum of 2 years in engineering. Expanded abilities for station oversight, mapping, etc.

Lineworker I (2yrs. Exp)

Qualified lineman familiar with all circuits and switching points. Also builds service drops and extensions. Primarily works constructing, replacing and maintaining electric distribution and transmission lines, structure and equipment. Minimum of 2 years' experience in Construction and 1 year as a lineman trainee.

Line Crew Equipment Operator

Operates specialized equipment used in electric line construction, maintenance and replacement. In addition, takes care of equipment and performs minor maintenance. Minimum of 2 years' experience in construction.

Member Accounts Representative II (4yrs. Exp.)

Serves as primary contact in the provision of services, connects and disconnects, problem resolution, payment arrangements, general inquiries and account maintenance. Minimum of 4 years' experience as accounts representative required. Knowledgeable in member services and account representation.

Department Clerk II (3yrs Exp)

Performs keyboard functions, maintains files, keeps records and performs other clerical tasks. Minimum of 3 years clerical experience required. Greater knowledge of clerical function and duties than a level I.

Lineworker Trainee (1yr. Exp)

Serves as apprentice to a lineman by constructing, replacing and maintaining electric distribution and transmission lines, structure and equipment. Actively engages in an apprentice program acquiring journeyman lineman skills. Minimum of 1-year construction related experience required.

ROW/Trimming Equipment Operator

Operates chain saw and other cutting equipment. Trims trees and removes ground brush. Operates vehicles and performs right-of-way maintenance. Minimum of 2 years ROW experience required.

Member Accounts Representative I (2yrs Exp)

Serves as primary contact in the provision of services, connects and disconnects, problem resolution, payment arrangements, general inquiries and account maintenance. Minimum of 2 years account representative experience required.

Department Clerk I (2yrs Exp)

Performs keyboard functions, maintains files, keeps records and performs other clerical tasks. Minimum of 2 years clerical experience required.

Senior Meter Technician (2yrs. Exp)

Provides general metering inspections/testing. Observes and reports meter tampering. Replaces, connects and disconnects meters. Minimum of 2 years metering experience or equivalent required.

Member Accounts Representative Trainee

Serves as a trainee to a Member Service Representative by serving as a contact to customers in the provision of services, connects and disconnects, problem resolution, payment arrangements, general inquiries and account maintenance.

Plant Maintenance Clerk

Cleans and keeps plant in orderly condition. Responsible for minor maintenance and plant organization.

Dispatcher

Maintains radio and mobile communication with field personnel regarding routine activities as well as power outages during both day and evening hours.

Groundworker

Assists lineman with constructing, replacing and maintaining electric lines, structures and equipment. Operates vehicles and performs groundwork. Learns material, framing, specs, tools, and equipment.

General Clerk

Performs keyboard functions, maintains files, keeps records and performs other clerical tasks.

ROW/Trimming Crewman

Operates chain saw and other cutting equipment. Trims trees and removes ground brush. Assists crew in maintaining right-of-away.

Custodian

Cleans and keeps plant in orderly condition.