



## Internal/External Job Posting

<b>Job Title:</b> Staff Engineer	<b>Posting Time Frame:</b> April 10, 2025 - until filled
<b>Reports To:</b> Engineering Manager	

The following position will be posted internally and externally until filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at [www.highwest.coop](http://www.highwest.coop) This position is based in Pine Bluffs, WY.

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### POSITION SUMMARY:

Translate annual distribution plant construction plans and requests for new service, increased capacity, and line relocations into line designs and layouts consistent with approved construction specifications and right-of-way requirements.

### ESSENTIAL DUTIES AND TASKS:

1. Exude our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates High West Energy's mission, goals, and strategies while serving the cooperative.
3. Exhibits excellent customer service externally with members/customers and internally with High West Energy employees (cooperation, timely paperwork, etc.).
4. Assists in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Investigate, design, and stake distribution lines, services, relocations, cable replacements, and street lighting and prepare necessary staking sheets to initiate required construction.
6. Performs required design, staking, relocation, and road grading project pricing to ensure compliance with applicable codes and Board and Management policies.
7. Receives and analyzes service requests and initiates engineering orders to provide adequate and timely service to customers.
8. Determines and secures the necessary right-of-way and permits for distribution lines and service facilities to ensure that the cooperative's facilities are constructed in the proper location.
9. Investigate and resolve consumer inquiries related to engineering functions to promote customer understanding and ensure fair treatment.
10. Receives and investigates voltage complaints and initiates corrective actions to resolve those problems.

11. Receives and analyzes requests for increased service capacity and issues work and service orders to initiate required construction.
12. Analyzes and directs customer requests to combine or separate existing services to provide fair and efficient energy usage.
13. Evaluate and determine the appropriate metering of new service installations to ensure accurate operation and proper application.
14. Analyze and determine the appropriate rate for services to ensure accurate billing of accounts.
15. Provides engineering, designing, and staking for municipal systems with engineering services contracts to meet their system needs.
16. Coordinates scheduling of urgent and unforeseen projects with the Engineering Manager and Operations Manager to provide timely service to customers.
17. Provides advice and assistance to customers and employees to ensure conformance with applicable specifications, codes, and standards.
18. Inspects and field checks completed work orders to assure compliance with applicable specifications, accurate material charges, and quality workmanship.
19. Makes appropriate recommendations regarding out-of-ordinary material requirements so material conforming to specifications can be purchased timely and economically.
20. Maintains current knowledge and understanding of RUS, NESC, and other applicable standards and regulations to ensure that the Cooperative's distribution facilities are designed and constructed safely, efficiently, and in accordance with these standards.
21. Perform other duties as assigned.

### **WORKING/ENVIRONMENTAL CONDITIONS:**

**Administrative Indoor Environment:** Employees perform tasks mainly sitting or standing at a desk but, on occasion, outdoors, covering the entire building and grounds.

**Operational Outdoor Environment:** Employees perform both indoor and outdoor tasks. Indoors, work typically involves office tasks, such as sitting or standing at a desk or table. Outdoors, employees may face extreme weather conditions, noise exposure, vibrations, electrical shock risks, emergency climbing, and exposure to machinery and moving parts. This position requires operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West Energy employee shall:

- Adhere to the High West Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Energy's Safety Meetings as assigned.

- Comply with all National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Public Service Commission (PSC), and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Take responsibility for their safe work practices and the safety of others.

**PHYSICAL REQUIREMENTS (IF ANY):**

Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 50 pounds unassisted. Lifting objects over 50 pounds assisted may be required. Reasonable accommodations may be made to those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.

**SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:**

- Successful performance on pre-employment tests may be required.
- The incumbent must pass any required drug and alcohol tests, a physical examination for new hires, and background checks.
- The incumbent must maintain the confidentiality of any information encountered.
- Must be physically and mentally able to function safely in all aspects of this position.
- Must be dependable, courteous, and friendly.
- Must work with people easily and consider customers' concerns.
- Must communicate effectively both in written format and verbally.
- Must communicate using two-way radio according to FCC rules and regulations.
- Must have basic knowledge and use of computers and data terminals. GPS experience is a plus.
- Must understand and use electronic spreadsheets, word processing, and other programs/equipment, including computer programs, provided by the employer now and in the future.
- Must competently perform calculations applying algebra, geometry, and trigonometry principles.
- Must perform drafting (mechanical and computer-aided) and mapping duties commensurate with high-quality standards, accuracy, and neatness.
- Must be able to interpret and apply RUS bulletins and guidelines and interpret property descriptions.

**MACHINES, TOOLS, AND EQUIPMENT:**

Tools and equipment could include, but are not limited to:

- Electronic devices, essential office equipment, and various hand tools.

## **QUALIFICATIONS:**

- A Vocational/Technical school degree or two years of college-level courses in a technical field are required. A Bachelor of Science degree from an accredited college or university is desired. A minimum of five years of utility experience may be substituted for some educational requirements.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

- ❖ **The Company reserves the right to revise and alter this job description as needed.**

**We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.**