

VERMONT ELECTRIC COOPERATIVE, INC.



THIS NOTICE IS TO ANNOUNCE THAT WE ARE CURRENTLY
ACCEPTING APPLICATIONS FOR THE POSITION OF

OPERATIONS SUPERVISOR JOHNSON DISTRICT

THE JOB DESCRIPTIONS FOR THIS POSITION IS ATTACHED TO THIS
NOTICE. QUALIFIED CANDIDATES INTERESTED IN APPLYING
SHOULD SUBMIT A COVER LETTER AND RESUME TO:

VERMONT ELECTRIC COOPERATIVE, INC.
ATTN: CYNDI WILTSHIRE, HUMAN RESOURCES
42 WESCOM RD
JOHNSON, VT 05656
OR

CWILTSHIRE@VERMONTELECTRIC.COOP

APPLICANTS WHO MEET MINIMUM
QUALIFICATIONS MAY RECEIVE AN INTERVIEW.

As an equal opportunity/affirmative action employer, VEC is committed to provide equal employment opportunities for all applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Vermont Electric Cooperative, Inc.
Job Description

Job Title: Operations Supervisor
Reports To: Chief Operations Officer
FLSA Status: Exempt
Union Status: None
Salary: Level 6, \$60,000 - \$100,000
Approved By: Chief Operating Officer
Approved Date: October 2011

SUMMARY

Under the direction of the Chief Operations Officer, the Operations Supervisor is responsible for providing assisting with all Operations area activities including scheduling, construction, maintenance, repair and service . The primary focus of this position will be to provide VEC members with the most reliable and cost-effective electric service possible. The employee will assist in the management of external resources for line and substation construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides a full range of supervisory responsibilities including selection, assignment, training, development, and performance management for subordinates.

Leads employees and works with other VEC management to support VEC's core competencies and strategic plan.

Regularly audits line crews and construction crews to ensure appropriate work practices, conformance with operation expectations, safety policies and procedures, status of work-in-progress and to assure that work completed meets established performance, quality and cost standards.

Works with all necessary departments to ensure that all necessary project materials, equipment and resources are secured in a timely manner to avoid undue project delay and cost to the Cooperative.

Provides scheduling oversight and ensures effective and efficient coordination of construction resources for maximum productivity for area of responsibility.

Provides direction for contract crews, performs frequent safety and performance audits to ensure that contract crews are functioning within VEC expectations and standards of safety and construction for area of responsibility.

Works in conjunction with VEC management and employees in developing safety as a core value that carries out to all work practices at VEC this will include assisting personnel in developing safety goals and activities that support VEC's strategic plan.

Provides clear and effective leadership and communication to all Operations employees and contractors working within area of responsibility.

Ensures clear and effective working relationships with employees and contractors.

Reviews work order and service order documentation to ensure that completion is accurate, timely and appropriate for area of responsibility.

Evaluates and substantiates overtime in accordance with VEC policy, budget and monitors attendance and overtime records and member charges to identify problems and recommend corrective action as necessary for area of responsibility.

Performs appropriate incident, accident and damage investigations and reports to identify root causes of incidents, makes recommendations for corrective actions, and ensures appropriate implementation and evaluation of corrective actions to eliminate future occurrences. Work is performed in conjunction with the Safety and Compliance Manager or Human Resources to comply with internal Risk policies and procedures.

Complies with all health and safety (OSHA) laws and other governing regulations; represents management and is an active participant on VEC's Safety Committee to review safety rules and regulations and recommend changes to VEC's safety program.

Investigates, reports, and resolves customer issues that arise as part of daily construction work; Will work closely with VEC's Member Services, Engineering, Human Resources and Senior Management to provide timely feedback, recommendations and to ensure execution of corrective action when necessary for area of responsibility.

Provides status reports and/or documentation for District projects, needs, employee matters, safety issues, compliance issues, etc. to the Construction Manager as requested.

OTHER DUTIES AND RESPONSIBILITIES

Attends meetings, special courses and seminars, will keep informed and stay abreast of current industry trends. This may require occasional travel from the area.

Participates in Operations staff meetings, other internal meetings, serves on committees and may act on behalf of COO in his/her absence.

May assist Engineering with the design and review of project drawings and construction procedures and work sequences.

Performs other duties as assigned.

This description is not intended to be a complete statement of the position, it is intended to be a guide to general work to be performed.

SUPERVISORY RESPONSIBILITIES

Employee will lead, direct and supervise all Line, Construction and Scheduling personnel in such a manner as to promote a safe working environment, safe operation of the districts, and productive efficiency to meet VEC's expectations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in electrical engineering or related field and 5 years experience in line operations or equivalent combination of experience and education required. At least five years of progressively responsible line supervision is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Vermont driver's license required. First aid and CPR certification required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours of work are consistent with VEC business needs. Travel required to Johnson district on a regular basis. Requires work to be performed both inside and outside the office. Exposure to extreme weather conditions is possible. Wearing of safety equipment may be required, in certain situations.