

VERMONT ELECTRIC COOPERATIVE, INC.



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

SYSTEMS ENGINEER

LOCATION: JOHNSON, VT

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: Systems Engineer
Reports To: Manager of Distribution Engineering
FLSA Status: Exempt
Union Status: None
Salary: Level 6 \$60,000 - \$80,000
Approved By: Chief Operating Officer
Approved Date: April 2009
Revision Date: July 2011

SUMMARY

The employee in this position is primarily responsible for planning, designing, monitoring and reporting status for large construction and system improvement projects. S/he is responsible for providing technical support and assistance with the design and logistics of engineering projects.

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

- Participate actively in VEC's engineering and operational planning.
- Perform engineering analysis and design of power system changes, such as over-current protection, voltage regulation, capacitor installations, short circuit studies, transmission and distribution design and project management.
- Conduct random inspections to ensure congruency with design and RUS specifications.
- Prepare design cases that include tangible justification, financial estimates and option evaluations to support the capital budget relative to VEC's distribution, transmission systems and future power system needs.
- Perform system studies on a regular basis to ensure proper and efficient project design, including but not limited to, voltage drop, protection coordination (over-current and over-voltage) and fuse sizing on distribution and transmission systems and generation stations.
- Design and review control/protection schemes for generating stations and their interface to VEC's distribution system.
- Investigate and rectify abnormal protective device operations.
- Implement and monitor engineering projects including the design, material procurement, and installation.
- Provide technical and operational support for Engineering and other areas.
- Track and report cost estimates and status on assigned projects which include time and budget variances and justifications.

- Maintain communication between the Engineering area and other groups within the organization as necessary.
- Recommend and participate in decisions related to technological strategies that relate to engineering area objectives.
- Participate in budget development.
- Perform other engineering system studies as requested.
- Provide technical support to the automated meter reading project and SCADA.
- Engineer and design of large overhead and underground transmission and distribution projects.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other engineering duties as requested.
- Perform 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.

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

Must possess a B.S. degree in Electrical Engineering or equivalent. Five years of progressively responsible work in the engineering area of an electric utility or related field is preferred. Entry level candidates and those with more experience will be considered for this job. Prefer experience in the engineering and operations of an electric utility with emphasis on engineering. Must demonstrate leadership qualities, be able to work as part of a team, and effectively interact with coworkers. Must have the ability to estimate and monitor project cost.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Vermont driver's license. CPR & First Aid Certification. Works continually toward self development and attends educational seminars and safety workshops to benchmark best practices, with a long range goal of obtaining FE or PE qualifications.

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.

Work occurs in a regular office setting. S/he will use a computer frequently. Hours of work are consistent with normal business hours, with weekend or back-shift work required during major overhauls or system emergencies. The employee will be required to conduct field surveys for construction projects. During field surveys, the exposure to extreme weather conditions is possible. The wearing of safety equipment will be required. Employee will be exposed to high voltage and currents.