

Volunteer Energy Cooperative

-Position Description-(Exempt Position)

-Equal Opportunity Employer-

 **Position:** Vice President of Operations **Date:** March 28, 2022

 **Department**: Operations **Location**: Corporate

**Mission:**

The primary mission of the Vice President of Operations is to provide planning, direction, and coordination for various technical and member related activities associated with the distribution and construction of electric power facilities while achieving optimum use of workers and equipment. The Vice President of Operations must maintain acceptable levels of system reliability, maintain effective member relations, and oversee the operations of the physical plant.

**Essential Duties and Responsibilities:**

1. Work with the multi-disciplinary team of vice presidents and the President/CEO to effectively lead the Cooperative.
2. Organize, staff, and oversee the activities of nine district operating offices and the centralized support functions.
3. Effectively manage and motivate employees.
4. Demonstrate successful management of union and non-union personnel.
5. Demonstrate effective delegation techniques, follow-up and follow-through.
6. Demonstrate a commitment to inter- and intra-departmental cross training and succession planning.
7. Ensure that all Operations personnel understand the duties and accountabilities of their jobs and the effect they have on the jobs of others; implement effective performance appraisal practices; and recommend performance related salary action.
8. Provide counseling for subordinate personnel regarding improvement of job performance; develop and recommend individual development programs and goals; and monitor progress toward goals.
9. Develop and recommend VEC’s policies, procedures, and practices and ensure implementation throughout Operations functions.
10. Prepare and present department operating budgets; monitor performance against approved budgets; and take action to correct unfavorable variances.
11. Plan and develop Operations personnel and equipment capability to meet future power system needs.
12. Provide for efficient and cost effective line construction/maintenance and right-of-way maintenance.
13. Provide appropriate procedures for controlling the receipt, inventory and disbursement of materials and supplies; monitor compliance; evaluate effectiveness.
14. Be willing to embrace changes brought about by new regulations and be able to effectively communicate changes.
15. Display the highest degree of integrity, pleasant disposition, tact, and the ability to work with all levels of Cooperative personnel.
16. Be able to maintain confidential information.
17. Promote, develop, and support a strong safety culture by actively participating in and organizing workplace safety programs.
18. Maintain up-to-date knowledge regarding industry developments, trends, opportunities and challenges.
19. Develop and encourage a team environment culture that is in keeping with the Cooperative’s goals and objectives.
20. Other duties may be assigned.

**Required Knowledge, Skills and Abilities:**

Qualified candidates for this position will have the relevant education and experience necessary to perform the essential duties and responsibilities and meet the minimum performance expectations for this position with or without an accommodation.

1. Supervise and counsel subordinates.
2. Monitor the performance of the system’s electrical plant, expenditures, machinery, materials, and employees.
3. Effectively work with and manage hourly and salaried employees, contract labor personnel, and the collective bargaining unit.
4. Develop machinery and material specification.
5. Manage the employee safety training programs; support programs that enhance employee training, cross training, and succession potential.
6. Have working knowledge of utility equipment and knowledge of mechanical components.
7. Develop, implement, and monitor the operations reports and record keeping.
8. Coordinate and schedule the line construction and maintenance work for the system.
9. Oversee all contract labor cost and invoicing.
10. Assist with identifying and obtaining utility easements for utility construction.
11. Plan and coordinate Operations Department functions with VEC department vice presidents.
12. Effectively multi-task by monitoring multiple activities simultaneously, coordinating employees, contractors, and equipment both routinely and during a crisis.
13. Have working knowledge of appropriate computerized management tools and software; easily embrace new technology.
14. Understand and communicate the concept of the importance of internal and external customers.
15. Exhibit and promote the Seven Cooperative Principles.

**Reports to:**

President/CEO.

**Supervisory Responsibilities:**

Department Assistant, Service Area Managers and personnel, Right of Way Superintendent, Superintendent of Safety and Construction, Mechanic Shop personnel, and Call Center Operators.

**Education and Experience Requirements:**

* Bachelor’s Degree or equivalent
* 10 Years of experience in the field of electrical distribution.
* Recent management experience; management experience at an electric cooperative is a plus.
* Experience with construction and maintenance of electric distribution lines is a plus.

**Physical Requirements:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

1. Work for extended periods in a stationary position while consistently grasping, moving and manipulating documents, office supplies and other business materials.
2. Use and operate a personal computer, office equipment and other devices frequently and consistently throughout each day with a high degree of skill, accuracy and independent judgement.
3. Be able to travel to and from worksite and across service area locations during inclement weather, extreme temperatures, rain or snow, strong winds and during low visibility or low light conditions.
4. Work under stressful conditions that require rapid workflow, deadlines, and responsibilities for the safety of people, money, and machines.
5. Subject to the hazards of unscheduled overtime and working around operating equipment, hazardous materials and energized lines.
6. Lift, transport, or move up to 30 pounds occasionally and 20 pounds on a regular basis in the performance of regular duties.
7. Overnight travel may be required.

(Note: This job description is not intended to be all-inclusive. VEC reserves the right to revise or change the job responsibilities as the need arises. This job does not constitute a written or implied contract of employment.)

(Volunteer Energy Cooperative is an Equal Opportunity Employer/Drug Fee Workplace)

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