

Jump River Electric Cooperative, Inc.
POSITION DESCRIPTION

OPERATIONS MANAGER

Objective

To develop, direct, and coordinate a smoothly operating force of qualified personnel; direct activities required for construction and maintenance of the Cooperative's distribution facilities; to select and recommend purchase of equipment to operate and maintain the lines, and to maintain the system's lines to give the most dependable and continuous supply of electricity possible; to support and promote load management functions; and to maintain a harmonious relationship with the members, employees, and non-members.

Reports To

General Manager/CEO

Directs

Personnel according to organizational chart.

Coordinates Activities with

Hayward Line Superintendent, Member Services Representatives, Finance Manager, System Engineers, and contractors.

Duties and responsibilities of this Exempt Position (Illustrative, not Inclusive)

1. Plans, organizes, directs, coordinates, and controls daily line construction and maintenance activities in accordance with RUS and engineering specifications.
2. Develops and promotes the required adherence to all established safety rules, programs, and practices.
3. Develops, schedules, and directs periodic line patrol, voltage and load measurements, and evaluations of the physical and electrical conditions of the distribution system; and implements appropriate and timely remedial action to maintain continuity and power quality standards for electric service.
4. Promotes and participates in Load Management activities.
5. Assists in the development of long-range construction plans in terms of programs, personnel, facilities, equipment, operations, maintenance, and service.
6. Assists in development and recommendation of annual budgetary requirements and has the ability to operate within a budget using fiscal responsibility.
7. Prepares staking sheets and prepares other data and reports as required or delegates this responsibility.
8. Works with members and cooperative personnel on new services, high energy complaints, stray voltage, work plans, etc.
9. Responsible for, or delegates, collections, and disconnections.
10. Supervises training of personnel and recommends training programs for personnel to assure that they are trained to work effectively.
11. Coordinates fleet maintenance programs with mechanic and recommends purchase of vehicles.
12. Coordinates the purchase of line material, tools, supplies, and equipment and maintains an adequate inventory control system.
13. Selects and recommends the transfer, promotion, termination, or disciplinary action of immediate staff in cooperation with the General Manager/CEO.
14. Supervises contractors or appoints personnel to do so.
15. Oversees the right-of-way maintenance and is responsible for or delegates the coordination of activities with outside contractors, clearing and spraying schedules, and maintains the no-spray member list.

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16. Supervises the neatness and safety conditions of general plant, buildings, warehouse, etc.
17. Assists in emergencies and will assist or work with, or for, other utilities in an emergency.
18. Attend workshops, schools, etc., as recommended by Management, and attend member meetings after regular working hours if necessary.
19. Maintains cell telephone 24 hours, seven days a week, for contact with crews.
20. Abides by the policies of the Cooperative. Performs menial tasks that may prevail from time to time; and other duties that may be assigned.
21. Maintains accurate, up-to-date knowledge of cooperative policies and procedures, RUS drawings and specifications, safety rules, the National Electric Safety Code, OSHA regulations, and other related material.

Qualifications

High school diploma or GED and graduate of accredited technical power distribution program, or experience. Must be of Journey Line worker status. Proficiency in computer skills.

Licenses and Certifications

Commercial driver's license (CDL) required.

First Aid and CPR Training and Certification (obtainable on the job)

Forklift Certification (obtainable on the job)

Miscellaneous

1. Attend meetings, workshops or seminars when requested to do so.
2. Serve on special committees when asked, both internally and outside the Cooperative, upon the approval of Management.
3. Be punctual, arrive at work and do your work on a timely basis.
4. Abide by the Cooperative's Safety and Operating Procedures and adhere to board approved policies.
5. Maintains a driver's license.
6. Keeps a neat dress and personal grooming appearance, and neat work area.
7. Follows Cooperative's rules and procedures, as set forth by Management.
8. Legible handwriting. Good oral and written communication skills, and ability to interact with people positively.
9. Participates in community, civic, and employee functions.

Physical Demands

1. Occasionally climbs poles or stands in a hydraulic bucket to work at height of 55 feet or more, often working in awkward positions.
2. Frequently lifts materials and equipment weighing up to 50 pounds. Occasionally lifts items that weigh up to 100 pounds.
3. Must be able to perform pole top rescue.
4. Shovels dirt, works around noisy equipment, and visually inspects work.
5. Occasionally works at night, on weekends and holidays to repair or install lines.
6. Interacts with crew members, lead person, foreman/forewomen, and supervisors via verbal communication.
7. Position requires the ability to hear, use near and far vision, walk, kneel, bend, crouch, crawl, twist upper body, reach, climb hand-over-hand, and manipulate a variety of objects and tools (i.e., crimper, chain saw, etc.).
8. Must be able to drive a variety of motor vehicles and operate hydraulic equipment.

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Environmental Demands

Works outdoors with great physical exertion, often in poor weather conditions. Works on uneven terrain in fields and along roads, often encountering vehicular traffic.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Last Revised May 2025