



Midwest Energy & Communications Role Profile

Line Layout

Role ID: LINELAY : Revision: 2

Reports to: Vice President Electric & Fiber Operations	Status:
Department: Operations	Division: NONE
Wage Scale: A	Wage Level: All
Approved by/Date: Glenyce Bentzer 09/11/2015	Location:
	Kolbe C:

Role Summary

Is responsible for meeting with members to create cost estimates for new services and service upgrades or changes. Plans routes of new overhead and underground lines. Works with other utility representatives, contractors and construction crews to ensure jobs are completed in a safe and timely manner. Maintains familiarity with other utility specifications and local and state regulations. Promotes electric safety, electric use and Midwest products. Obtains right-of-way easements and permits as needed.

KRA - Key Results Area

This is intended to be only an overview of primary responsibilities for this role. This is not a complete listing of role functions. All Team Members are responsible for assisting the organization with various tasks as directed by management. Special projects and activities may also be created where Team Members talents can best be utilized.

Customer Service

- Meets with members to determine the best way to add new service or make changes to existing service.
- Works with members and construction crews to determine when overhead and underground distribution and maintenance job orders should be completed.
- Secures new service contracts from customers and developers.
Provide members accurate estimate of construction costs.
- Accurately prepares written or electronic documents, including easements, contracts, and cost estimates, as required.
- Accurately sizes transformers to adequately serve customer loads.
- Works with members to ensure right-of-way easements are obtained in order to complete installation and maintenance projects.
- Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general.

System Implementation

- Prepares activity reports and performance records on construction projects.
- Works with other utilities in the proposition and inspection of joint use contacts with Cooperative and foreign utilities, poles, and facilities.
- Stakes service additions and changes and draws staking sheets utilizing NISC mapping software. Calculates material breakdown on overhead and underground distribution and maintenance job orders.
- Obtains information and knows federal, state, and county government specifications for securing permits and easements.
- Maintains familiarity with other utilities' specifications for obtaining permits and encroachments.
- Safely completes all assigned staking functions within the allotted time.
- Proficient in the ESRI Mapping System software.
- Prepares right of way easements with bearings and to scale.

System Maintenance

- Records and reports any potential hazards to the Operations or Engineering Supervisors.
- Attends meetings, special courses and seminars to facilitate training, keep informed and stay abreast with current industry trends. This may require occasional travel from the area.
- Maintains accurate knowledge of underground and overhead specifications.
- Thorough knowledge of RUS specifications, National Electric Safety Code, OSHA, local and state codes, and SPEC policies and procedures. Must be familiar with the MWE service territory and state and county road system.

Competencies

To perform the role successfully, an individual should demonstrate the following competencies:

- Accuracy - Completes work that can consistently be relied upon for being correct, well founded, detailed, and thorough in its outcome.
- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Prioritizes data; Sets goals, objectives and strategies for findings; Develops realistic agendas; Allocates and focuses resources; Asks questions when information is not clear.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer* Service - Manages difficult or emotional customer situations; Good listener; Responds promptly and effectively to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance in a friendly, productive manner; Meets commitments. * - Denotes internal and/or external customers
- Dependability - Follows procedures, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits time necessary to reach goals; Meets deadlines or notifies appropriate person with an alternate plan.
- Design - Translates concepts and information into the context of images, flow charts or plans; Applies design principles; Integrates matter to patterns, trends, forms and structures; Coordinates order, sequence, methods and systems.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates engaging presentation skills; Participates in meetings.
- Planning/Organizing - Plans work activities; Uses time efficiently; Plans for additional resources; Organizes or schedules other people and their tasks; Sets context for work; Develops action plans with continuity.
- Problem Solving - Utilizes creative talents and skills to successfully resolve problems; Develops solutions that work; Works well in group problem solving situations.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Provides or observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Qualifications

To perform this role 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/Experience:

This role requires the following related education or equivalent combination with experience and training.

- High school diploma or equivalent *No major required*
- Minimum 3 years experience *Electrical- Industry Training*

Skills & Proficiencies:

- Communication Skills *Level 4 - Advanced. Proficient to work independent and train others.*
- Computer Skills *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Customer Service Skills *Level 4 - Advanced. Proficient to work independent and train others.*
- Reasoning *Level 4 - Advanced. Proficient to work independent and train others.*
- Safety Requirements & Procedures *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Writing Skills *Level 2 - Basic. High school proficiency level.*

Certificates/Licenses:

- Valid Drivers License

Supervisory Responsibilities

Training Requirements

The following training may be required for this position.

Activities

Work Environment

The work environment characteristics described here are representative of what a Team Member encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fieldwork or on-site temporary assignments
- Open office or cubicle
- Overtime may be required during busy times
- Works independently

Physical Demands

While performing the duties of this role, the Team Member is regularly or occasionally required to meet the following physical demands. To assure safety, Team Members in this role must be able to complete the following physical requirements

- Lift 10-50 pounds
- Minimum 30% walking
- Movement - Reach with hands, arms and lift
- Noise - Moderate
- Sit and stand intermittently
- Talk or hear
- Vision - Ability to adjust focus

- Vision - Close
 - Vision - Depth perception
 - Vision - Distant
 - Vision - Peripheral
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