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## Job Title: Vice President, Engineering and Operations

Wright-Hennepin Cooperative Electric Association is a member-owned, not-for-profit electric utility that provides power to rural Wright County and western Hennepin County. The cooperative has been a corporate citizen to the area since 1937 and currently serves more than 50,000 electric accounts.

We are hiring! As an essential service, we are continuing to operate. The position is located at our company headquarters in Rockford, MN, 15 miles west of Plymouth on Hwy 55.

The **Vice President, Engineering and Operations** is responsible for providing leadership and setting the overall direction of the engineering and operations of the Cooperative. This position works with senior leadership to develop and implement goals, objectives and strategies and leads the engineering and operations department to implement tactics that align with the strategic plan and achieve business objectives. This position provides Cooperative members with the most cost-effective and reliable service possible while promoting safety for employees, members and the public through effective training and sound policies and procedures.

### POSITION RESPONSIBILITIES

#### 30% Strategic Direction

- Develop strategic direction for the long-term sustainability of a high quality, highly reliable and cost-competitive electric distribution grid. Drive efficient utilization of construction and operation equipment, methods and techniques.
- Ensure the engineering and operations department is productive, efficient and effectively meets the Cooperative's goals and objectives.
- Prepare long-range construction and growth forecasts, rate and price studies. Analyze, keep abreast of, and make recommendations to perform effectively amid changing market conditions, safety requirements and business methods.
- Establish and manage budgeting for all areas under authority. Monitor and take action to ensure that the proper resources are allocated to Construction and Maintenance to meet service goals.
- Develop work plans that anticipate the growth needs of the Cooperative while ensuring cost effectiveness. Maximize and use information to deliver continuous improvement.
- Serve as a member of the Cooperative's senior management team and offer recommendations for the improvement of engineering and operations.
- Present improvements which can be translated into practices, methods and work procedures.
- Provide accurate data and recommendations to the CEO, consulting engineers and other departments for the purpose of determining the present and future requirements of the Cooperative's electrical system.

#### 30% System Reliability

- Monitor performance of the Cooperative's distribution system reliability measures. Ensure it is properly maintained and is operating in accordance with good engineering practices. Develop recommendations and suggestions for the improvement of distribution grid and reliability performance. Actively advocate for reliability measures to the CEO and senior staff.
- Oversee the performance and effective operation of the generator program. Implement control plans, develop forecasts, identify program candidates and scope projects.
- Establish, maintain, and review a system of internal controls, reports and processes that deliver safe and efficient energy distribution.
- Develop plans for the electrical distribution system to ensure the long-term sustainability of a high quality, highly reliable and cost-competitive electric distribution grid.

- Ensure the demand management system and the residential and commercial metering system infrastructure meets the energy management, billing and service needs of the membership.
- Champion, identify, and ensure implementation of effective technology solutions including SCADA, OMS, work management system and call-out procedures, among others.
- Manage relationship with the Cooperative Response Center (CRC).
- Monitor overall performance of the Cooperative's distribution system to ensure that is properly maintained and operating in accordance with good engineering practices.
- Direct the design of substation improvements and construction of new substations to meet growing system needs.
- Direct the maintenance of system records for outages, inventory, mapping, major system device and pole related information.
- Direct the vegetation management (VM) program to deliver cost-effective, safe and reliable electrical service.

#### 20% Team Leadership

- Lead the engineering and operations teams to deliver service in an efficient and cost-effective manner. Ensure development plans, training plans and organizational alignment of the team. Hire and terminate as needed to ensure effective service delivery. Ensure each department has robust training plans in place and supervisors are effectively managing their teams.
- Build and improve department efficiency and effectiveness via regular performance evaluations and training of department employees.
- Through ongoing communication, champion WH's core values and keep up to date on all cooperative and department news, initiatives, updates, etc.
- Lead effort to administer union agreements to maximize productivity and employee engagement. Make proactive suggestions to management and maintain a good relationship with union stewards and business agents.

#### 10% Safety and Compliance

- Lead safety and compliance for the Cooperative. Direct activities of the emergency plan. Champion, build and maintain a robust Culture of Safety for the organization.
- Ensure compliance with Federal, State, and local safety regulations and requirements.
- Inspire a safe, secure and supportive working environment for all employees in the Cooperative.

#### 10% Facilities Management

- Supervise and oversee the facilities management function. Propose long-range facility plans, conceptual designs, and capital outlay requirements. Present long-term growth plans to leadership and ensure execution of approved plans by the facilities team.
- Identify, coordinate and ensure optimal performance of outside contractors hired by the Cooperative. Develop bidding documents, procurement procedures and contract management that meets the needs of the Cooperative, its borrowers and insurance providers.
- Oversee the purchase, maintenance and performance of all Cooperative vehicles and related fleet equipment. Annually produce a five-year rotation plan for review by the CEO and inclusion in the annual budget.

### **JOB REQUIREMENTS**

- Bachelor's degree in Electrical Engineering or related course of study required. MBA preferred.
- 10+ years of progressively responsible business and/or operational management experience with an electric utility
- 5+ years in a leadership, managerial position with responsibility for directing the work of others
- Knowledge of electric utility distribution systems, operations, and construction, including equipment, tools, material accounting and safety standards
- Registered Professional Electrical Engineer
- Must possess and maintain a valid Minnesota Driver's License
- Requires the mental capability to perform and exhibit senior management leadership functions
- Must have excellent oral and written communication skills
- Requires direct knowledge, from a senior management perspective, of all aspects of the engineering, construction, maintenance, and operations of an electric utility

- Ability to communicate effectively, both internally and with the general public
- Must have working knowledge of the National Electric Safety Code and OSHA
- Must adhere to WH's core values of Teamwork, Dependability, Performance, Integrity, Safety and Member/Customer Focused.

## **JOB-SPECIFIC COMPETENCIES**

### Strategic Thinking

- Develops strategies to achieve organizational goals
- Understands organization's strengths & weaknesses
- Analyzes market and competition
- Identifies external threats and opportunities
- Adapts strategy to changing conditions

### Judgment

- Displays willingness to make decisions
- Exhibits sound and accurate judgment
- Supports and explains reasoning for decisions
- Includes appropriate people in decision making process
- Makes timely decisions

### Impact & Influence

- Pursues and wins support for ideas
- Displays ability to influence key decision-makers
- Achieves win-win outcomes
- Uses authority appropriately to accomplish goals
- Addresses divergent opinions

### Financial Responsibility

- Understands financial targets and budget goals
- Incorporates financial analysis into strategic decisions
- Implements operating budget to address changing priorities
- Creates sound business cases to support expenditures
- Promotes conservation of organizational resources

### Leadership

- Exhibits confidence in self and others
- Inspires respect and trust
- Reacts well under pressure
- Shows courage to take action
- Motivates others to perform well

## **WORKING CONDITIONS**

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, talk and hear. The employee is frequently required to reach with hands and arms, stand, walk, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Required to be available and accessible to work irregular hours during emergency situations. Requires travel both inside and outside the cooperative's service territory. Work may require occasional weekend and/or evening work. Must be able to communicate clearly and accurately and possess good hearing.