

Sarah Jane Peterson

Education:	Masters of Business Administration Western Governors University	Graduated June 2020
	BS Electrical Engineering Power and Energy Systems Michigan Technological University Houghton, MI Overall GPA – 2.89 Departmental GPA – 3.06	Graduated Spring 2013
Work Experience:	Electrical Engineer Minnesota Valley Electric Cooperative, Jordan, MN • Completed Arc Flash Safety Assessments • Completed 2-year & 5-year Construction Work Plans • Completed Long Range Plans • Completed Capitol Budgets & Strategic Planning for the Engineering Department • Electric System Protection Coordination • Substation Inspections • Presented All Completed Reports to Board of Directors • Attended Conferences pertaining to Electrical Engineering and the industry	January 2015 – Present
	Electrical Engineer – Engineer II Consumers Energy Company, Traverse City, MI Two Year Entry Level Rotational Training Program – (Assignments in Distribution Planning, Distribution Design and Substation Planning) • Compiled System Field Notes During System Inspections • Completed Distribution Engineering Designs • Completed Distribution System Load Flow Studies • Capacity and Reliability Planning for Electric Distribution and Substations • Electric System Protection Coordination • Attended Training Sessions on various areas of Electric Distribution Engineering • Planned and Coordinated companywide leadership meetings.	June 2013 – Nov 2014
Skills/Abilities:	Proficient with Milsoft, CYME, Microsoft Office, Microstation, SAP Familiar with Rural Utility Services (RUS) Loan Process and RDAApply Enjoy working on Teams and Assisting Others. Excellent Planner and Organizer and Enthusiastic Worker.	
Leadership Roles:	Member of the Undergraduate Advisory Board – Electrical & Computer Engineering Department for Michigan Tech Coach – Electrical and Computer Engineering Department Learning Center Vice President/Co-Founder –National Club Softball Association’s Fastpitch Softball Club at MTU. Member of National Society of Leadership and Success at Michigan Tech.	
Interests:	Member of the Fish Lake Immanuel Lutheran Church, Prior Lake, MN	



Job Description

Job Title: Distribution Planning Engineer

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position

☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☒ Exempt

☐ Non-Exempt

☐ Union

☒ Non-Union

Summary of the Position:

The Electrical Engineer position supports MVEC's and MVUS's electrical engineering needs in the area of but not limiting to planning and sectionalizing studies. Provides day-to-day technical support for electrical loading, backfeeding, and RUS coding & environmental requirements. Provides MVUS support for general engineering for MVUS clients.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
30%	Prepare and/or assist in the planning preparation of construction work plans, long-range plans, sectionalizing studies, mini-long range plans, Arc-Flash assessments and substation relay coordination studies for distribution systems.
30%	Provide Day to Day Engineering Services to MVEC/MVUS in the areas of planning, design review, RUS accounting & coding. Track and Record Project Completion & Review material ordering & timing.
10%	Provides Study work listed above, along with Inspections and other services for MVUS clients. This includes attending meeting and other client meeting to facilitate this work.
10%	Provide power quality assistance to the distribution systems. Provide Infrared Inspection and Ultra-Sonic Inspection. Provide engineering support services to resolve operational problems with distribution facilities.
10%	Complete all MVEC borrower's environmental reports and related environmental work associated RUS. Provide RUS amendments & coding assistance. Complete all RUS reports using RD Apply.
10%	Duties as assigned by Supervisor /On-call Supervising
Continually	Lives the Spirit of Our Cooperative
100%	TOTAL

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>		<i>Education, Experience and Knowledge</i>
Required		Bachelor of Science Degree in electrical engineering with power emphasis
Required		5+ years of related distribution planning and /or utility work experience required
<i>Required / Preferred</i>		<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required		In-depth knowledge of distribution system engineering, construction and operations
Required		Familiar with safety codes, Rural Utilities Service (RUS) requirements, and other standards that apply.
Required		Ability to organize a project into defined tasks and delegate to appropriate personnel
Required		Ability to work with diverse interests and be able to debate controversial issues when making objective decisions.
Required		Good analytical, interpretative, interpersonal, complex problem-solving and decision-making skills.
Required		A strong working knowledge of Milsoft Engineering and ESRI/Milsoft Mapping

HEATHER NELSON

EXPERIENCE

AUGUST 2017 – PRESENT

ENGINEERING TECHNICIAN, MINNESOTA VALLEY ELECTRIC COOPERATIVE

Maintain a working knowledge of construction specifications and using AutoCAD, provide updates and revisions as required.

Uphold a working knowledge of Substation layout, design, components and functionality. Provide Engineering support to Engineer, Line Crews and Substation Technicians throughout the design, construction and inspection phases by using AutoCAD to create schematics and working construction drawings.

Serve as a Distribution Energy resource for MVEC's Renewable Energy Program. Coordinate and manage applications, contracts and documentation using the NOVA portal.

SEPTEMBER 1999 – AUGUST 2017

GIS TECHNICIAN & ENGINEERING ADMIN., HEARTLAND ENGINEERING SERVICES

Update, maintain and distribute the ESRI-based GIS data for Wright-Hennepin Cooperative Electric Association. Perform system upgrades and enhancements, including integration with other software platforms, such as WorkStudio, Milsoft and Trimble GPS.

Provide Engineering support in the preparation of reports, plans, bid documents and fulfillment of environmental and SPCC requirements; generate and edit specifications, drawings and diagrams using AutoCAD; general office management duties including managing client files and monthly invoicing.

EDUCATION

JUNE 1996

HIGH SCHOOL GRADUATE, WAYZATA HIGH SCHOOL

SKILLS

- Strong, 21-year background in the Electric Distribution utility industry.
- Solid proficiency in several software platforms, including AutoCAD, ESRI ArcGIS, WorkStudio, and Microsoft Office package.
- Proven ability to prioritize and handle multiple tasks in a challenging, active environment.
- Outstanding organizational, analytical and communication skills



Job Description

Job Title: Engineering Technician

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☐ Union ☒ Non-Union

Summary of the Position:

Provide technical support to MVEC's & MVUS's Engineering Manager in Preparation of Studies, AutoCAD support for Plans and Specifications of Substations, along with URD & OH Line Specifications, Design, Contract Preparation and Equipment Procurement. In addition, a general understanding of electrical equipment and of Milsoft Mapping & Modeling. Ability to learn new things related to Utility Engineering.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
20%	Provide Microsoft Office & AutoCAD support for reports and design projects for MVEC and MVUS.
15%	Work with AutoCAD to lay out substations and substation modifications.
20%	Provide support for distribution line specification support, substation and generation design services(including renewables) for MVEC & MVUS clients.
20%	Work with the Engineering Manager on procurement of substation materials. This includes, but is not limited to writing & designing specifications and developing drawings & wiring diagrams.
10%	Provide assistance for technical related portions of the construction work plans, long-range plans, sectionalizing studies including relay settings, RUS 219 Inspections reports and other related studies.
5%	Assist with GIS Mapping via Milsoft Mapping & Modeling for planning/sectionalizing studies for MVEC/MVUS.
10%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative
100%	TOTAL

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>		<i>Education, Experience and Knowledge</i>
Required		Associates (2-year) Engineering Technology or CAD degree and 5 years of related experience -OR- 10 years Engineering work experience in the areas of AutoCAD, Milsoft Mapping and Modeling, ESRI Mapping, Microsoft Office, FIS & CIS experience, RUS Documentation, Stake Out-Work Studio experience.
<i>Required / Preferred</i>		<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required		Strong knowledge of electrical system engineering technology, construction and operations.
Required		Familiar with safety codes(NESC), Rural Utilities Service (RUS) requirements, and others.
Required		Well-developed communication skills, plotter skills, facilitation and negotiation skills.
Required		Ability to organize a project into defined tasks and carry it out in a timely manner
Required		Good analytical, interpretative, interpersonal, complex problem-solving and decision-making skills
Required		Proficient with Microsoft Office products, AutoCAD and Milsoft /ESRI Mapping

BRYCE BLOHM

My occupational goal was to become a Substation Technician. I take pride in doing my job to the highest degree and continuing to learn each and every day. This job requires adapting to new technology all the time. Its constantly changing and I value the skill to quickly and efficiently troubleshoot problems. Safety is number one priority and I believe that has been embedded in me as I have continued my career in the electrical and power industry.

EXPERIENCE

JUNE 2015 – PRESENT

SUBSTATION TECHNICIAN, MINNESOTA VALLEY ELECTRIC COOPERATIVE

My duties as a Substation Technician at MVEC is to keep the substations reliable, safe, and all the equipment that it pertains in working conditions. This includes: Install/test/settings logic multifunction relays, Commissioning and testing power transformers, testing/maintain LTC's, testing and inspecting vacuum breakers, test/inspect/repair voltage regulators, Test/inspect/repair capacitor banks, commission/test/repair medium voltage switches, configure devices on SCADA, test PT's and CT's, Commission substations, proficient in print reading and print changes, Troubleshooting. We have a lot of SEL devices on our System. I feel very comfortable with AcSElerator Quickset and RTAC. We also use all Omicron test sets which I am proficient in writing test scripts to test relays, transformers, and CT's. I have completed the Substation Technician Certification program through Northwest Lineman College. The program has furthered my knowledge on substation equipment and has allowed me to understand it to a greater degree.

MAY 2013 – JUNE 2015

ELECTRICAL TECHNICIAN, HIGH VOLTAGE SERVICES LLC

High Voltage services was an electrical service contractor that dealt with a large customer base. The work contained a wide variety of tasks from commissioning substations, wind farms, Peaking plants to routine electrical maintenance. Some of the duties as a technician was to High current test breakers (Wide variety of makes and models), Inspect/Clean/Test High voltage switches, Hi-pot/Megger Cables, TTR/Megger/Power Factor/Tip-up/Exciting current/Winding resistance Transformers (Doble test set), Test CT's and PT's, Maintain MCC's (Motor Control Centers), Relay testing and some settings logic (Doble test set). While at HVS I got my certification as a NETA level II Technician. The large variety of equipment that we serviced and repaired exposed me to a lot of different configurations of electrical systems.

EDUCATION

MAY 2013

ASSOCIATE OF APPLIED SCIENCE – ELECTRICAL CONSTRUCTION AND MAINTENANCE, DUNWOODY COLLEGE OF TECHNOLOGY

3.6 Graduated with honors

The degree consisted of working on residential and commercial wiring, Motors, PLC's, Electronics, Codebook work.

APRIL 2020

SUBSTATION TECHNICIAN CERTIFICATION PROGRAM, NORTHWEST LINEMAN COLLEGE

This was a 4-module course with 10 books in each module. The course ranged from general Electrical Theory to in-depth technical data on specific pieces of substation equipment. The course followed the duties of a sub tech very diligently.

SKILLS

- Troubleshooting
- Mechanically inclined
- Leadership
- Very good understanding of Electrical system
- Work well with other employees

BRENT NEUBARTH

To continue to keep the equipment up to date on maintenance and repairs. To be as productive as possible while still being safe, and to bring new ideas forward to better serve our members.

EXPERIENCE

SEPT 2017 – PRESENT

SUBSTATION TECHNICIAN, MINNESOTA VALLEY ELECTRIC COOPERATIVE

Perform Installation, preventive maintenance, troubleshooting and repairs and on transformers, voltage regulators, capacitor banks, switchgear buildings, vacuum breakers, oil filled breakers, air brake switches, and Multi-functions relays.

Perform thermal image inspections and ultrasonic noise inspections of substations.

NOVEMBER 2015 – SEPTEMBER 2017

FIELD SERVICE SUPERVISOR, ZIEGLER, INC.

Lead the field service group to ensure an efficient, safe and profitable operation.

Advise customers on repairs, define the scope of work, and ensure expectations are met.

Oversee technician productivity and performance including conduction annual reviews, promoting safety in the workplace, and helping lead technical and professional development.

APRIL 2006 – NOVEMBER 2015

FIELD SERVICE TECHNICIAN, ZIEGLER, INC.

Performed Preventive maintenance, troubleshooting and repairs on transfer switches, switchgear, UPS's, Breakers, Transformers, Multi-function relays, generators, and engines.

Performed thermal image inspections.

EDUCATION

JUNE 2019

SUBSTATION TECHNICIAN CERTIFICATION, NORTHWEST LINEMAN COLLEGE

MAY 2006

DISTRIBUTION ELECTRICAL GENERATION TECHNOLOGY, AAS DEGREE & DIESEL MECHANICS, AAS DEGREE, ALEXANDRIA TECHNICAL COLLEGE

3.53 GPA/4.0, Dean's List, Graduated with honors

2004

DIPLOMA, HUTCHINSON HIGH SCHOOL

3.3 GPA/4.0

SKILLS

- Thermal Imagery, Level 2 certified
- Proficient in AcSELerator
- Proficient in Omicron testing software
- Excellent organizational skills
- Methodical troubleshooting skills

MIKE CHLAN

My career objective is to continue to be an integral part of the coop. I enjoy being relied upon to not only repair and test our equipment, but also to bring new ideas to problems that arise. One example is integrating wireless line sensors into our capacitor banks. I strive to bring the latest technology into our coop to decrease cost and down time.

EXPERIENCE

8/13/2018 – CURRENT

SUBSTATION APPARATUS TECHNICIAN,

MINNESOTA VALLEY ELECTRIC COOPERATIVE

Responsibilities include but not limited to, substation apparatus maintenance, building/commissioning substations, and relay testing. Coverage of line regulators, reclosers, and capacitor banks are also included in responsibilities. Part of my job involves troubleshooting and repairing the equipment in our substations. Installing and maintaining our scada system is a large part of my job. I am tasked with integrating new technologies where they fit into our business and to create programs to track maintenance of our equipment.

2/14/2000– 8/10/2018

ELECTRICAL SERVICE TECHNICIAN,

ZIEGLER CAT INC.

My responsibilities included testing and troubleshooting of 15kv and below switchgear. I was responsible for transformer, breaker, and relay testing of our customers equipment. During this time we were heavily involved with infrared thermography of electrical components. The beginning of my career was mainly diesel generator repair. I am capable of all facets of generator repair.

EDUCATION

6-2020

SUBSTATION TECHNICIAN CERTIFICATION,

NORTHWEST LINEMAN COLLEGE

This was one part of the requirements for my Journeyman status.

5-2020

HEAVY CONSTRUCTION EQUIPMENT TECHNOLOGY,

DAKOTA COUNTY TECHNICAL COLLEGE

I was sponsored by Ziegler to complete this two year course.

ADDITIONAL EDUCATION AND CERTIFICATIONS

- Class A CDL with Air Brake Endorsement
- Snell Infrared Thermography Level 1 and 2 Certified
- ISO/CAD Switchgear Level 2 Certified
- Caterpillar Power Analyst Certified
- Caterpillar/Active Power Flywheel UPS Certified
- AVO Solid State Relay Course
- AVO Electro Mechanical Course
- AVO Breaker Testing Course
- OSHA 10
- Leadership Connection Certification

SKILLS

- Safety minded
- Efficient
- Trying to always increase my knowledge base
- Dedicated
- Willing to work until job is complete
- Always looking forward to new opportunities
- Organized



Job Description

Job Title: Substation-Apparatus Technician

Dept.: Operations

Reports To: Operations Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☒ Union ☐ Non-Union

Summary of the Position:

To maintain and install control equipment, Genset load management equipment, determine Genset metering equipment, and perform power quality studies, in a safe, accurate, and timely manner. Provide MVEC customers, area contractors, and local utilities with safe and reliable service.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

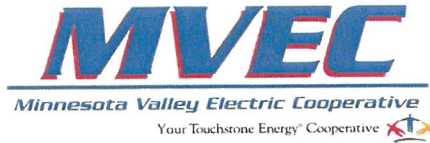
% of Time	Functions Performed
80%	Performs assigned work as Substation/Apparatus Technician with minimal supervision. This shall include the operation, installation, maintaining, and troubleshooting of line/substation equipment (excluding AMI metering equipment), substation test equipment, Genset load management equipment, stray voltage equipment, and radio equipment. Performs testing and diagnosis of power quality problems and stray voltage issues. These shall follow MVEC specifications, safety rules, and general operating procedures.
10%	Consistently applies safety practices on the job to help minimize accidents and hazards to MVEC personnel and the general public at a construction site or in transit to or from a work site.
5%	Demonstrates a commitment to customer service at all times, working well with others to provide quality, efficient, and courteous service to all external and internal customers.
5%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative
100%	TOTAL

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>	<i>Education, Experience and Knowledge</i>
Required	Two years college or vocational school in Electrical Maintenance, Electric Utility Technician or 5 years' experience in equivalent field.

<i>Required / Preferred</i>	<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required	Works outdoors with physical exertion, often in poor weather conditions. Occasionally lifts materials and equipment weighing up to 50 pounds. Occasionally lifts items that weigh up to 100 pounds. Shovels dirt, works around noisy equipment, and visually inspects work for safe connections.
Required	Occasionally works at night, on weekends, and holidays to repair or install line equipment, or perform load management repairs, and metering issues. Interacts with crew members, Foremen, and Supervisors via verbal communication. Works on uneven terrain in fields and along roads, occasionally encountering vehicular traffic.



Job Description

Job Title: C&I Distribution Designer

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☐ Union ☒ Non-Union

Summary of the Position:

Designs electric services to existing and prospective members, with an emphasis on Commercial and Industrial accounts, in order to meet their electrical service requirements. Designs an electrical distribution system that ensures reliability of service in an economical and environmentally acceptable manner that meets RUS requirements, permit procedures, the National Electrical Safety Code and the Cooperative's policies. Prepares and maintains engineering records and maps that control inventory, direct crews and determines billing.

Role Responsibilities (select one using drop down in bottom right corner)

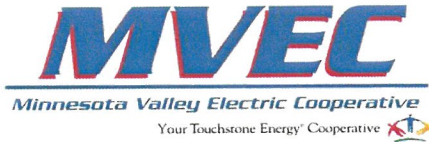
Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
40%	Designs, coordinates and stakes overhead and underground systems for commercial and industrial services, attends pre-construction and planning meetings, determines special material needs, promotes joint utility installations where applicable, coordinates material ordering, and monitors construction activities in accordance with the National Electric Code and National Electrical Safety Code.
25%	Completes new services, overhead & underground construction projects. Assures projects are completed in a timely and efficient manner in accordance with the members' needs and the needs of the Cooperative.
10%	Prepares and maintains necessary engineering records, easements, maps and other information that document installations and material used in the field.
10%	Work with members and assist with electrical problems, Energy Intelligent Business/Farm Grant Program, demand side management programs, generator installations, including wind or solar installations, ensuring the members' needs are met while meeting the strategic plan of the Cooperative.
10%	Monitor construction activities, and has the authority to direct changes as necessary due to safety violations, conditions or changing circumstances.
5%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative
100%	TOTAL

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>		<i>Education, Experience and Knowledge</i>
Required		Two year technical degree
Required		5 years of experience working with commercial electrician
Required		Design experience of overhead and underground electrical distribution system
<i>Required / Preferred</i>		<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required		Valid Minnesota Driver License with good driving record
Required		Technically oriented, and able to communicate and negotiate with both technical and non-technical people, while educating them and achieving the goals of the Cooperative.
Required		Ability to operate a personal computer, and proficient in Microsoft Office Suite and computerized outage
Required		Ability to operate a transit, GPS and other survey equipment.
Required		Working knowledge of RUS Construction specifications, National Electric Code, National Electrical Safety Code, construction and maintenance of overhead and underground distribution systems.
Required		Familiar with Federal, State and Local ordinances and permits affecting the Cooperative
Required		Knowledge of right-of-way's, easements and understanding legal description of properties
Required		Excellent trouble shooting skills relating to power quality issues
Required		Strong customer relations skills



Job Description

Job Title: Senior Distribution Designer

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☐ Union ☒ Non-Union

Summary of the Position:

Designs electric services (single & three phase), Construction Work Plan projects, and works on Road Relocation projects and other projects as needed for MVEC & MVUS. Designs an electrical distribution system that ensures reliability of service in an economical and environmentally acceptable manner that meets RUS requirements, permit procedures, the National Electrical Safety Code and the Cooperative's policies. Prepares and maintains engineering records and maps that control inventory, direct crews and determines billing.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
40%	Designs, coordinates and stakes complete electrical layout for residential, rural, commercial & industrial services, developments, road moves which include system improvements for all overhead and underground facilities to ensure a safe, economical, and reliable system.
15%	Oversees engineering construction schedule, advises Engineering Manager and coaches staff on the timing and scheduling of projects. Reviews and advises Planning on new and rebuilding projects. Works with staff on new specifications and equipment changes, and monitors material requirements for construction. Reviews staking sheets for errors and corrections. Work with construction foremen on project completion.
10%	Inspects distribution systems for breakage, deterioration or compliance with National Electrical Safety Code and determines corrective action needed to maintain safe electric facilities. Provides and develops Staking Sheets for Reject Poles and other damaged equipment. Oversee Pole Inspection program, provides budgetary input for annual construction & departmental needs.
10%	Secures all permits, easements and tree trimming permission required for construction.
10%	Plans and coordinates construction with township, city, county, state and federal agencies by representing the Cooperative at pre-construction meetings, communicates the Cooperative's concerns and makes decisions in the best interest of the Cooperative.
10%	Monitors construction activities and directs changes as necessary because of safety violations, conditions or changing circumstances to ensure work done according to applicable codes and as directed. Provide support during storm restoration.
5%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>	<i>Education, Experience and Knowledge</i>
Required	Two years vocational school or college, including courses such as: surveying, electrical or mechanical engineering, electronic staking, print and reading schematics, business and computer
Required	Ten years of experience as a staking engineer/field technician exposed to both overhead and underground systems along project management experience.
Required	Design experience of overhead and underground electrical distribution systems
Required	A strong working understanding of electrical componentry.
Required	Extensive working knowledge of RUS Construction specifications, the National Electrical Safety Code, construction and maintenance of overhead and underground distribution systems.
Required	Knowledge of right-of-ways, easements and understanding legal description of properties.
<i>Required / Preferred</i>	<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required	Valid Minnesota Driver License with good driving record
Required	Technically oriented, and able to communicate and negotiate with both technical and non-technical people, while educating them and achieving the goals of the Cooperative.
Required	Very strong customer relations skills.
Required	Proficient in Microsoft Office Suite and computerized outage programs
Required	Ability to operate a transit, GPS and other survey equipment
Required	Familiar with Federal, State and Local ordinances and permits affecting the Cooperative.



Job Description

Job Title: C&I Distribution Designer

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☐ Union ☒ Non-Union

Summary of the Position:

Designs electric services to existing and prospective members, with an emphasis on Commercial and Industrial accounts, in order to meet their electrical service requirements. Designs an electrical distribution system that ensures reliability of service in an economical and environmentally acceptable manner that meets RUS requirements, permit procedures, the National Electrical Safety Code and the Cooperative's policies. Prepares and maintains engineering records and maps that control inventory, direct crews and determines billing.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
40%	Designs, coordinates and stakes overhead and underground systems for commercial and industrial services, attends pre-construction and planning meetings, determines special material needs, promotes joint utility installations where applicable, coordinates material ordering, and monitors construction activities in accordance with the National Electric Code and National Electrical Safety Code.
25%	Completes new services, overhead & underground construction projects. Assures projects are completed in a timely and efficient manner in accordance with the members' needs and the needs of the Cooperative.
10%	Prepares and maintains necessary engineering records, easements, maps and other information that document installations and material used in the field.
10%	Work with members and assist with electrical problems, Energy Intelligent Business/Farm Grant Program, demand side management programs, generator installations, including wind or solar installations, ensuring the members' needs are met while meeting the strategic plan of the Cooperative.
10%	Monitor construction activities, and has the authority to direct changes as necessary due to safety violations, conditions or changing circumstances.
5%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative
100%	TOTAL

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>		<i>Education, Experience and Knowledge</i>
Required		Two year technical degree
Required		5 years of experience working with commercial electrician
Required		Design experience of overhead and underground electrical distribution system
<i>Required / Preferred</i>		<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required		Valid Minnesota Driver License with good driving record
Required		Technically oriented, and able to communicate and negotiate with both technical and non-technical people, while educating them and achieving the goals of the Cooperative.
Required		Ability to operate a personal computer, and proficient in Microsoft Office Suite and computerized outage
Required		Ability to operate a transit, GPS and other survey equipment.
Required		Working knowledge of RUS Construction specifications, National Electric Code, National Electrical Safety Code, construction and maintenance of overhead and underground distribution systems.
Required		Familiar with Federal, State and Local ordinances and permits affecting the Cooperative
Required		Knowledge of right-of-way's, easements and understanding legal description of properties
Required		Excellent trouble shooting skills relating to power quality issues
Required		Strong customer relations skills



Job Description

Job Title: Senior Distribution Designer

Dept.: Engineering

Reports To: Engineering Manager

Please Select One:

☒ Revision of Position ☐ New Position

Date: June 1, 2019

Fair Labor Standards Act Status (FLSA):

☐ Exempt ☒ Non-Exempt ☐ Union ☒ Non-Union

Summary of the Position:

Designs electric services (single & three phase), Construction Work Plan projects, and works on Road Relocation projects and other projects as needed for MVEC & MVUS. Designs an electrical distribution system that ensures reliability of service in an economical and environmentally acceptable manner that meets RUS requirements, permit procedures, the National Electrical Safety Code and the Cooperative's policies. Prepares and maintains engineering records and maps that control inventory, direct crews and determines billing.

Role Responsibilities (select one using drop down in bottom right corner)

Team Members are empowered to spend most of their time doing the hands-on work at MVEC (90% to 95%). After initial training, Team Members carry out daily work, improve processes, lead by example, suggest new ideas, serve on teams, and identify and resolve problems. They participate in goal setting, initiate and suggest training opportunities to build their skill set which allows their work objectives to further the strategy of the cooperative. Team Members are accountable to the vision, mission, serving MVEC members with a sense of urgency and the Spirit of Our Cooperative.

% of Time	Functions Performed
40%	Designs, coordinates and stakes complete electrical layout for residential, rural, commercial & industrial services, developments, road moves which include system improvements for all overhead and underground facilities to ensure a safe, economical, and reliable system.
15%	Oversees engineering construction schedule, advises Engineering Manager and coaches staff on the timing and scheduling of projects. Reviews and advises Planning on new and rebuilding projects. Works with staff on new specifications and equipment changes, and monitors material requirements for construction. Reviews staking sheets for errors and corrections. Work with construction foremen on project completion.
10%	Inspects distribution systems for breakage, deterioration or compliance with National Electrical Safety Code and determines corrective action needed to maintain safe electric facilities. Provides and develops Staking Sheets for Reject Poles and other damaged equipment. Oversee Pole Inspection program, provides budgetary input for annual construction & departmental needs.
10%	Secures all permits, easements and tree trimming permission required for construction.
10%	Plans and coordinates construction with township, city, county, state and federal agencies by representing the Cooperative at pre-construction meetings, communicates the Cooperative's concerns and makes decisions in the best interest of the Cooperative.
10%	Monitors construction activities and directs changes as necessary because of safety violations, conditions or changing circumstances to ensure work done according to applicable codes and as directed. Provide support during storm restoration.
5%	Duties as assigned by Supervisor
Continually	Lives the Spirit of Our Cooperative

100% TOTAL
Senior Distribution Designers

Does this position have supervisory responsibility?

☐ Yes ☒ No

<i>Required / Preferred</i>	<i>Education, Experience and Knowledge</i>
Required	Two years vocational school or college, including courses such as: surveying, electrical or mechanical engineering, electronic staking, print and reading schematics, business and computer
Required	Ten years of experience as a staking engineer/field technician exposed to both overhead and underground systems along project management experience.
Required	Design experience of overhead and underground electrical distribution systems
Required	A strong working understanding of electrical componentry.
Required	Extensive working knowledge of RUS Construction specifications, the National Electrical Safety Code, construction and maintenance of overhead and underground distribution systems.
Required	Knowledge of right-of-ways, easements and understanding legal description of properties.
<i>Required / Preferred</i>	<i>Skills, Abilities, Certificates, Licenses and Registrations</i>
Required	Valid Minnesota Driver License with good driving record
Required	Technically oriented, and able to communicate and negotiate with both technical and non-technical people, while educating them and achieving the goals of the Cooperative.
Required	Very strong customer relations skills.
Required	Proficient in Microsoft Office Suite and computerized outage programs
Required	Ability to operate a transit, GPS and other survey equipment
Required	Familiar with Federal, State and Local ordinances and permits affecting the Cooperative.