



**Job Title:** Systems Engineer Manager  
**Location:** Riverton, WY  
**Job Type:** Full Time

**Open Date:** 12/26/2024

### OPEN UNTIL FILLED

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)

#### SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The System Engineer Manager works under the direction of the Chief Executive Officer (CEO) and is responsible for carrying out the plans and objectives of the Cooperative, as delegated by the CEO. In the absence of the CEO, this position may be assigned specific duties and shall be available in his/her absence, as described in duties and responsibilities.

The System Engineer Manager is responsible for managing the design and construction of new system facilities and modifications to existing facilities. This position oversees system design, , engineering consulting activities, and long-term planning; and requires a strategic leader with a comprehensive knowledge of the electric industry. The Systems Engineer Manager must demonstrate a track record of superior performance and the ability to implement and maintain the highest levels of safety, reliability, and efficiency. When performing management duties, this position upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative and collaborating with the Executive Team to execute the initiatives that align with the mission and goals. The Systems Engineer Manager shares in the responsibility for development and implementation of strategic planning, fiscal accountability and budgeting, organization forecasting and enhancement, and operational best practices in accordance with the established policies, standards, and objectives of High Plains Power.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains responsibility and authority in directing the activities of all personnel assigned to engineering operations, which includes Staking, GIS, Substation Foreman, Substation Journeyman Lineman, and Substations Technicians, ensuring all employees are trained and understand their respective responsibilities.
- Design and plan the electric utility system of the Cooperative to assure efficient and reliable electric service while utilizing engineering and business best practice. Manage engineering and operational functions in accordance with established guidelines.
- Manage all aspects of project management related to supervision of personnel, equipment, and processes.
- Develop reports and studies to include, but not be limited to: department budget, construction work plans, sectionalizing studies, power requirements studies, reliability report.

- Administer Cooperative right-of-way policy, including right-of-way easements, territorial boundaries, and joint use agreements.
- Supervises GIS mapping systems to ensure accurate, up-to-date information. Assist/prepare and maintain up-to-date system maps and engineering data.
- Oversee the Cooperative's load management, ADMS systems and SCADA programs, including policies.
- Manage the review process for staking sheets related to initiatives to ensure economical and structural integrity.
- Manage the review and study of technological issues and industry developments related to engineering enhancements and operational efficiency.
- Oversee the Cooperatives relationship with external engineering consulting firms, external consultants and contractors as directed.
- Administer the preparation and development of the Cooperative's 3-year, 5-year, and long-range work plans in collaboration with key personnel, including the HPP Board of Director, CEO and ELT.
- Assure proper application of protective equipment for transmission, substation and distribution system.
- Conduct field inspections of projects and respond to inspections by outside entities.
- Coordinate/Assist the coordination of outside contractors and consulting engineers
- Regularly review standard operational procedures, practices, methods, and equipment to ensure priorities are aligned to improve safety, customer service, and productivity, making improvements and changes as necessary.
- Develop programs, standards and budgets for the engineering department and provide a method of measuring progress and accomplishments.
- Review the operating performance of the Cooperative's substations and transmission system, recommending corrective action or improvements in service. Provide advice on changes in system design, materials, or equipment.
- Implement switching procedures and recommend changes in system configuration and construction to ensure positive levels of performance. Recommend and assist in load balancing of the system.
- Assist with investigations and report on all accidents which may include vehicle accidents, employee accidents, electrical contacts, and any other accident which may be a "near-miss" or require further investigation.
- Maintain compliance with OSHA, Federal Motor Carrier Safety Regulations, and EPA for personnel, facilities, and equipment.
- Provide safety training and information to personnel that enables employees to carry out their duties in the safest possible manner.
- Maintain a thorough knowledge of entire electrical system including location of lines, voltage levels, sources of power, direction of feeders, metering points, substations, etc.

#### **KNOWLEDGE AND ABILITIES**

- Ability to translate technical engineering and operational data and information into understandable materials.
- Extensive knowledge of how to develop and maintain a comprehensive electrical engineering and operations initiative within the Cooperative environment.
- Knowledge of engineering requirements, regulations, and reports as required by local, state, federal, and industry agencies.
- Strong knowledge of operations and project management standards and practices, including industry and government standards related to the Cooperative. Comprehension of RUS construction specifications and National Electric Safety Code, EPA, and OSHA Utility Standards.
- Extensive knowledge of equipment including transmission, substations, distribution of electric energy, SCADA, , etc.
- Ability to analyze complex engineering and operations issues, regulations, and situations. Capability to negotiate complex issues with external vendors and organizations, communicating engineering and operations information.
- Must be proficient in planning, developing, and executing strategic plans to support objectives of the Cooperative with respect to all dimensions of the engineering and operations functions. Ability to analyze and make sound decisions based on actual and projected issues and concerns. Capable of making decisions in emergency conditions relative to service provided.
- Ability to ensure that all engineering and operations information related to the Cooperative is accurate and correct.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in management, electrical engineering or related field OR Ten (10) years of experience in an electric membership cooperative or electric utility, including at least five (5) years of engineering experience within a Cooperative environment and at least five (5) years of management experience supervising and managing personnel and processes, OR equivalent combination of education and experience. ***Preference will be given to Professional Engineer applicants.***

Must have a valid Wyoming driver's license and kept current and valid throughout employment.

## **WORKING CONDITIONS**

Work is performed both inside and outside. The employee must frequently move up to 50 pounds and occasionally move up to 100 pounds. Employee must frequently navigate stairs. Must have the ability to be alerted to, communicate to others, and avoid safety hazards. There may be moderate safety hazards, primarily from falling objects or improperly handled equipment. Normally have regular hours of work with irregular volume of activity. Some overtime may be required.

This position requires regular travel to high voltage electrical substations, metering locations and commercial/industrial locations. While performing the duties of this job, the employee frequently works in outside weather conditions and in industrial settings where the noise level can be moderate to high. The employee may occasionally work near mechanical parts, in high or precarious places and may occasionally be exposed to fumes or airborne particles, as well as the risk of electrical shock.

## **NOTES:**

- FSLA: Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- Successful applicants must pass a background/reference check, medical assessment, and drug test before hire.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.
- High Plains Power offers a competitive benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, paid holidays, PTO, and tuition reimbursement program.