



POSITION DESCRIPTION

Position Title:	Electronic Systems Supervisor		
Description Number:	4.3.1	Classification:	Supervisory
Department:	Engineering and Operations	FLSA Status:	Non-exempt
Date issued/Revised:	July 2023	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Responsible for maintaining the load management AMI system and equipment, the Cooperative's radio and other communications systems, and the inventory necessary for maintenance of these systems.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative, and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC business objectives.

Leading Others:

1. Build Teams and Lead Projects – Provide direction and work with others to accomplish organizational goals.
2. Develop Others – Provide challenging assignments. Respond to each person's strengths and developmental areas. Express confidence in others' ability to be successful.

3. Decision Making – Make decisions in a timely manner by gathering necessary information and considering options.
4. Motivates others – Creates a climate in which people want to do their best. Empowers others. Makes each individual feel his/her work is important.
5. Conflict Resolution – Maintains composure and is a settling influence during a crisis. Reads a situation quickly. Can find common ground and get cooperation.

Job Responsibilities:

1. Become familiar with the general responsibilities and required knowledge inherent in the position.
 - a) Become familiar with National Electric Code, the National Electric Safety Code, and established policies of the Cooperative.
 - b) Develop and maintain knowledge of maps, circuit diagrams, and system specifications for distribution power lines.
 - c) Use radio communication equipment in accordance with Federal Communications Commission (FCC) regulations and Lake Region procedures.
 - d) Wear proper clothing in all types of weather to maintain good health and maintain acceptable appearance for good member and public relations.
 - e) Give consideration and care to member's property at all times.
 - f) Constantly patrol lines when driving along lines of the system and promptly report any potential trouble spots.
 - g) Perform other duties as may be occasionally assigned
2. Responsible for installing, operating, and maintaining the load management system and equipment.
 - a) Develop and maintain an understanding of the load management system and operation including member rules and requirements.
 - b) Test, operate, and maintain load management equipment.
 - c) in coordination with Energy Services , support the inspections of load management equipment installations.
 - d) Install metering equipment associated with load management.
 - e) Documents load management & equipment installs and changes.
 - f) Communicate DSM problems to the appropriate department.
3. AMI system responsibilities
 - a) Install and maintain AMI system substation equipment
 - b) Perform routine checks of AMI system information to identify poorly or non-functioning remote equipment
 - c) Monitor load control system to ensure GRE's multi-speak commands are performing correctly, operate the load management control if necessary. Develop knowledge to operate the meter reading portion of the AMI system as needed
4. Responsible for maintaining the Cooperative's radio systems and assisting with other Cooperative communications systems.
 - a) Install and maintain the Cooperative's 900 MHZ radio systems including point-to-point, master, Automated Vehicle Locating (AVL) system and remote stations.
 - b) Assist Great River Energy (GRE) personnel as needed involving GRE owned systems such as the IP connections, SCADA system, etc.
 - c) Work on in-house wiring and communications circuits as directed.
5. Maintain an adequate inventory of parts for the load management system, communication systems and the AMI system.
 - a) Develop and maintain an adequate supply of spare parts necessary to maintain equipment of Lake Region's load management, communication and AMI system.

- b) Prepare requisitions for equipment and spare parts needed to carry out responsibilities of the position and seek approval from the VP Engineering and Operations.
- c) Assist in budget preparation by forecasting equipment, parts and supplies to be used to perform the job functions.

Reporting Relationships:

Reports to:	VP Engineering and Operations
Supervises:	Distribution Systems Technicians
Directs work of:	Employees as assigned
Team members	Electrical Technician, VP Business Development, Manager of Energy Services
External relationships:	Great River Energy personnel, service representatives, area electricians, and members.

Specifications:

Education and Experience:

Two-year degree in electronics/communications or related field is required and three or more years work experience. Supervisory experience required.

Skills and Abilities:

- Ability to understand electric utility terminology and apply knowledge of electronics/communications to the job functions in a skillful and timely manner
- Ability to manage and direct employees
- Intermediate computer skills
- Ability to obtain and maintain a valid drivers license
- Strong verbal and written communication skills
- Strong organizational skills
- Speak, read, and understand English

Additional Expectations:

Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

Physical Demands and Working Conditions:

Summary:

Work in the field will include driving a company vehicle to locations in all types of weather conditions, visually inspecting equipment in basements, crawl spaces, attics, barns or other similar areas, and substations. Climb, balance, kneel, and crawl to locate cable around physical barriers or perform other related work. Interact with consumers, contractors, and Lake Region personnel via verbal contact, telephone, and two-way radio. Read maps, meters, and gauges on electronic equipment. Work in areas where electrical voltage is present such as transformers, regulators, and meter bases.

Work in climate controlled office environment when not in the field. Use the telephone to communicate with numerous parties to coordinate work, answer customer and contractor questions.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.

- Not Applicable – Not likely to happen.

<i>Physical Demands Required to Perform Duties:</i>	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials weighing over 50 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Occasionally
Kneeling, Crawling	Occasionally
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Not Applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently
Low visibility	Occasionally
Noise	Occasionally
Moving parts	Not Applicable
Energized equipment	Frequently work around high and low voltage electricity.
High, exposed places	Occasionally
Radiant energy	Not Applicable
Exposure to chemicals	Not Applicable
Vehicular traffic	Frequently
LED/LCD screens	Frequently
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable