



Job Title: Chief Operating Officer
Location: Riverton, WY
Job Type: Full Time
Salary: Negotiable – DOE

Open Date: 03/22/2024
Closing Date: 04/05/2024

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#) Applications submitted after 5:00pm on 04/05/2024 will not be considered.

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 Chief Operating Officer works under the direction of the Chief Executive Officer 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 is assigned specific duties and shall be available in his/her absence, as described in duties and responsibilities.

The Chief Operating Officer oversees and is responsible for operations at High Plains Power, and reviews and analyzes the overall productivity and efficiency of the Cooperative. While performing management duties, this position upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative. The COO 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. This is required to prepare monthly reports and attend monthly board meetings, and, when necessary, present before the Board of Directors, employees, members, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads department operations to ensure alignment with Cooperative strategic goals and objectives; ensures department barriers are minimized and promotes internal communication; ensure department supports the High Plains Power mission and vision.
- Assists the CEO in carrying out the day-to-day operations and the short- and long-range objectives of the Cooperative.
- Through monitoring and examination of operations, identifies problematic areas and recommends solutions for improvement to improve safety, efficiency, and productivity, while supplementing with

the development of operational procedures, practices, methods, and equipment acquisition to maximize effectiveness.

- Defines responsibilities and expectations of subordinate employees. Assigns duties and opportunities for technical and professional skills development. Observes, documents, and addresses performance issues. Completes comprehensive performance management evaluations.
- Studies industry trends, provides analysis, and consults with the CEO and CFO to prioritize construction work plans; including the development of 3-year, 5-year, and long-range work plans, provisions to measure progress, service continuity, and corrective or needed action.
- Develops procedures that will prevent energy diversions, membership frauds and loss to the physical plant and makes the necessary decisions for the handling of such incidents. Organizes the investigations of suspected theft and vandalism of cooperative property and assures that necessary action is taken.
- Becomes familiar with and adheres to Cooperative policies, RUS construction specifications, the National Electric Safety Code, and High Plains Power Rules and Regulations.
- Oversees safety and compliance programs in accordance with OSHA, Federal Motor Carrier Safety Regulations, and EPA for personnel, facilities, and equipment. Coordinates and develops safety training programs through internal and external resources, addresses safety issues, and ensures required training is provided.
- Develops and maintains accident investigation procedures. Investigates and reports 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.
- Collaborates with key personnel to evaluate, make recommendations, and budget for fleet maintenance. Supervises fleet workforce and manages the department.
- Oversees the Warehouse department, directing the developing and implementation of procedures for inventory controls.
- Responsible for periodic review of daily and monthly vehicle reports, safety inspections of facilities and crews, and PPEs to assure compliance with DOT, OSHA, and NESC regulations.
- Receives and analyzes service interruption reports and voltage complaints. Recommends changes to correct conditions in system design wherever possible. Monitors outage records and evaluates the annual summaries for planning of system maintenance.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration and/or other related field; OR 12 years progressive work experience with acquired knowledge of a facilities operations manager with corresponding supervisory experience; OR equivalent combination of education and job experience. Preference may be given to applicants with experience in an electric membership cooperative or electric utility.

LANGUAGE SKILLS

Ability to learn and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be highly organized with excellent written and verbal communications. Employee must have the ability to maintain composure during high stress situations and be skilled in managing varying dispositions of employees and members.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to coordinate inter-organizational systems and procedures. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to prioritize and organize multiple tasks, work efficiently in an independent self-directed manner.

WORKING CONDITIONS

Work is performed both inside and outside. There may be moderate safety hazards; primarily from falling objects, improperly handled equipment, or uneven walking surfaces. The employee must frequently move up to 25 pounds and occasionally move up to 50 pounds. Employee must frequently navigate stairs. Must have the ability to be alerted to, communicate to others, and avoid safety hazards.

Normally have regular hours of work with irregular volume of activity, with some time worked outside normal work hours.

This position requires 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.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- Eligible applicants that meet the minimum qualifications will be notified. 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.
- 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.