



**Job Title:** Operations Manager  
**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 Operations 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 Operations Manager is responsible for overseeing and improving all aspects of the electric distribution and transmission operations. This position requires a strategic leader with a comprehensive knowledge of the electric industry. The Operations 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; while collaborating with the Executive Team to execute the initiatives that align with the mission and goals. The Operations 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 field operations. Directs, guides and trains personnel in lower-level positions.
- 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.
- Consult and actively work with the key personnel, including the CEO and CFO, on priorities for construction based on reliability concerns, area growth, load requirements, voltage drop, service continuity and priorities for corrective or needed action.

- Collaborate, openly communicate, and engage in work with key personnel, including the CEO and CFO, in the development of 3-year, 5-year and long-range work plans. Develop programs, standards and budgets for the line operations department and provide a method of measuring progress and accomplishments.
- Receive and analyze service interruption reports and voltage complaints. Make recommendations for changes to correct conditions in system design wherever possible. Monitor outage records and evaluate the annual summaries for planning of system maintenance.
- Develop 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. Organize the investigations of suspected theft and vandalism of cooperative property to ensure that necessary action is taken.
- Review the operating performance of the Cooperative's substations, transmission, and distribution 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.
- Investigate 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.
- Develop, implement, evaluate, and report on work standards for all phases of line construction and maintenance to ensure compliance with HPP standards.
- Coordinate and supervise scheduling of all line construction and maintenance and recommend needed procedural changes. Submit reports on work planned, scheduled, in-progress, and completed and make recommendations for needed changes.
- Inspect work in progress and completed work ensuring that work practices and job standards are being met.
- Provide coordination and oversight of apprenticeship programs for line personnel.
- 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.
- Become familiar with and adhere to Cooperative policies, RUS construction specifications, and the National Electric Safety Code.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

## MINIMUM QUALIFICATIONS

10 years of experience in an electric membership cooperative or electric utility, including at least 5 years of experience as a line or maintenance supervisor and at least five years of experience as a lineman performing line construction or maintenance work; OR equivalent combination of education and experience. **Preference will be given to applicants that have completed lineman training programs on transmission, distribution, and substations.**

Must have a valid Wyoming driver's license and obtain a valid Wyoming Commercial Driver's License (CDL) within 6 months of hire; must keep 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.
- 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.