COLUMBIA RURAL ELECTRIC ASSOCIATION

JOB DESCRIPTION

IDENTIFICATION
A. Title: Engineering and Operations Intern
B. Department: Engineering
C. Reports To: Manager of Engineering

OBJECTIVES, RESPONSIBILITIES AND DUTIES
Assist Engineering Department in performing electrical studies, updating electrical system models, assisting with line design projects, and assisting with work order processes. Assist Operations Department with electrical distribution equipment inventory verification, inspection software, and database maintenance. Provides new service information to Cooperative staff and consumers in the most effective manner which will create goodwill between the Cooperative and its membership.

General Duties
- Handles assignments and conducts himself/herself in such a manner as will reflect credit to the organization and contribute to an increasingly better understanding by, and harmonious relations with the members and general public.
- Participates in management staff and employee meetings, providing information, when requested.
- Suggest processes that can improve the efficiency of operations.
- Other duties as required or directed for which he/she may be qualified.

RELATIONSHIPS
Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors. (S)He should feel free to make suggestions for the improvement of operations and efficiency. (S)He shall secure the approval of the Manager of Engineering or the CEO in making decisions when policies are not clear or require interpretation.

The position of Engineering and Operations Intern is a temporary, non-exempt position under the provisions of the Fair Labor Standards Act and is subject to Cooperative policies and procedures.
pertaining to overtime hours and premium pay.

SPECIFICATIONS

Education: High School Diploma and currently enrolled in an Engineering degree program at an accredited institution. Must have valid driver’s license.

Job Knowledge: Basic knowledge of engineering practices with a thorough understanding of engineering equipment, and economic procedures. Primary skill areas would include electrical theory, computer skills, drafting, line survey, land and land rights, and public relations.

Abilities and Skills: Must be skilled in human relations to effectively carry out the responsibilities of the job. Must possess good oral and written communication skills.

Working Conditions:
Time will be split between usual office conditions and outdoors in various weather conditions. Regular travel within the service area may be required.

Physical Requirements: This position shall be required to occasionally lift irregular shaped loads of approximately forty (40) pounds i.e. engineering and office equipment, walk long distances for sustained periods over occasionally steep and difficult terrain.

Date: _______________________________  _________________________________
CEO

Date: _______________________________  _________________________________
Supervisor

Date Accepted: _______________________________  _________________________________
Employee