

ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION
JOB DESCRIPTION

TITLE: SYSTEM ENGINEER I

DEPT: Engineering

FMLSA: Exempt

REPORTS TO: Manager of Engineering

Albemarle Electric Membership Corporation (AEMC) is an electric distribution cooperative that serves approximately 13,000 members in five counties located in northeastern North Carolina. AEMC strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

Job Summary: This position will assist the Manager of Engineering with planning and designing the Cooperative's utility plant to ensure economical and reliable operation. They will back up the Information Technology department and give assistance to the Operations department to ensure a continuity of service for the Cooperative's members.

Supervisory Responsibilities: None

Duties/Responsibilities:

1. Plan and design the Cooperative's utility plant and assist and support all departments in technical matters when necessary to ensure economical and reliable operations of the Cooperative.
2. Coordinate and direct work activities within the Engineering department by recommending and implementing approved engineering procedures.
3. Also assist in development and coordinate implementation of system improvements with other departments along with monitoring reliability consistent with the Cooperative's objectives and completion deadlines.
4. Assist in the development and help coordinate all steps of the construction contracts to include but limited to the bidding process, working with consultants, ensure system construction is consistent with applicable codes and industry standards, and monitor contract construction crews for compliance concern the work and safety specifications required.
5. Help develop departmental budget and annual Power Supply budget. Ensure that the objectives are met.
6. Ensure that electrical system protection is consistent with applicable codes and industry standards.
7. Specify materials and equipment for use in the electric utility plant.
8. Develop or have skills necessary to design and stake overhead and underground power lines adhering to all applicable codes and specifications. Provide support to the Engineering and Operations Departments as necessary including staking lines and executing service orders when required.
9. Develop a thorough understanding of the Geographic Information Systems (GIS) used by the Cooperative. Support the Information Systems supervisor with maintenance and development of the GIS.

10. Complete departmental reports, provide information and feedback for policies, procedures, and business decisions. Also, provide support to other departments as needed.
11. Participate in civic and community activities and assist with “Green” initiatives to promote the Cooperative as a community leader.
12. As a member of the Cooperative team, you would be expected to attend monthly Board of Director meetings, along with other company employee meeting to include safety meeting, committee meetings, and other employee meetings and trainings.
13. All employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative’s safety manual that pertain to their respective job duties. It is the duty of all employees to maintain a safe work environment.
14. Lend technical support to other technical functions of the Cooperative to include but not limited to information system support, software development, and database management.
15. The employee may be asked to perform other related duties assigned by management that are not listed.

Education / Skills / Abilities:

1. A four-year degree in Engineering from an accredited university or college or relevant experience is required. Experience and training may be accepted in lieu of education requirements.
2. At least two years of progressive experience is preferred. Engineering Intern (EI) certification is preferred.
3. Must be able to obtain North Carolina Professional Engineering license within five-years of hire date.
4. Must have a thorough understanding and high application skill level with computers in a windows and Office software environment.
5. Must be able to report to work in all weather conditions which may include around-the-clock operations. When required during large scale emergency outage situations, must be able to provide calm and effective leadership during extended hours of duty.
6. Will be required to have effective verbal and written communication skills, the ability to read, write, verbally communicate accurately, listen, and understand other’s directives and responses. Observe details at close range and at a distance.
7. Must have the physical and mental capability to complete tasks while walking, sitting, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing.
8. Must be able to lift 50 lbs. occasionally.
9. Must be familiar with and follow all safety policies and procedures and work in a safe manner. Must attend regular safety meetings and participate in safety training required by management.
10. All employees are subject to random drug and alcohol testing consistent with DOT regulations and AEMC policies. Must maintain a valid North Carolina driver’s license and First Aid/CPR certificates.
11. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.