

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WISCONSIN**

POSITION DESCRIPTION

VICE PRESIDENT, ELECTRIC OPERATIONS

DEPARTMENT: Operations

STATUS: Salaried Exempt

I. POSITION SUMMARY

The Vice President Electric Operations provides leadership and direction for the Cooperative's electric operations. This position leads and develops Electric Operations employees and works collaboratively with other departments to support safe, reliable, and efficient electric service. A key responsibility of the position is to develop future Electric Operations leaders through mentoring, knowledge transfer, and opportunities for increased responsibility, helping ensure the continued strength, effectiveness, and long-term success of the department.

Area of success include:

Electric Operations Leadership – ensuring the department operates safely, efficiently, and reliably.

Technical/Operational Oversight – maintaining the knowledge and oversight necessary for system planning, construction, maintenance, contractors, equipment, and emergency restoration.

Leadership Development & Succession – developing the future leaders and transferring knowledge and responsibility.

II. REPORTING RELATIONSHIPS

- A. Reports to: Chief Operations Officer
- B. Supervises: Foreman, Sr./Journeyman Linemen, Apprentice Linemen, Technician

III. MAJOR RESPONSIBILITIES AND AUTHORITIES

A. Essential Functions

1. Provides leadership, direction, and oversight for Electric Operations activities, including construction, maintenance, system operations, scheduling, work priorities, and adherence to established standards, safety requirements, and cooperative objectives.
2. Provides leadership and guidance to Foreman, Journeyman Lineman and Apprentices, and Metering Department, including work planning, training, development, performance expectations, and compliance with all safety rules and regulations, while promoting a safe, productive, and collaborative work environment.

3. Develops and maintains short- and long-range operational plans in coordination with the cooperative consulting engineer and other cooperative leadership, including system improvements, construction priorities, resource needs, and department objectives.
4. Provides technical and operational guidance for system design and construction, including line extensions, system improvements, field inspections of work in progress, staking, switching and system configuration, and the collection of field data for engineering and technical studies.
5. Oversees department resources and assets, including materials, vehicles, equipment, fuel, tools, and inventory, ensuring appropriate planning, procurement, monitoring, maintenance, and availability to support operations.
6. Coordinates and oversees contractors and outside resources, including contractor selection, contracts and insurance requirements, work coordination, inspection of completed work, and review of contractor billing for accuracy.
7. Ensures the accuracy and maintenance of operational records, procedures, and documentation, including pole-line inspection records, OCR maintenance records, service records, system documentation, and other records necessary for effective department operations and regulatory compliance.
8. Develops, implements, and periodically reviews department procedures, policies, objectives, and operational practices to support safety, reliability, efficiency, regulatory compliance, and the cooperative's strategic objectives.
9. Provides oversight and coordination of emergency restoration and system reliability activities, including maintaining awareness of system configuration and switching, communicating operational information to affected personnel, and securing additional resources through the ROPE program or other outside assistance during major restoration events.
10. Mentors and guides employees who are being developed for increased responsibility within the department, providing intentional exposure to operational planning, decision-making, technical responsibilities, personnel leadership, contractor management, budgeting, and other key aspects of Electric Operations.
11. Assists with department financial, staffing, organizational, and resource planning, including preparation of the annual operating budget, evaluation of staffing and department structure, and recommendations regarding vehicles, equipment, materials, and other resources necessary to meet assigned responsibilities and cooperative objectives.
12. Ensures appropriate metering is installed and maintained at each location and coordinates system support with other departments, as necessary, to support safe, reliable, and effective electric operations.

B. Common Activities of all Management

1. Periodically reviews performance of direct report employees.
2. Counsels and advises subordinates. Reviews that all personnel are trained in the requirements of their position.
3. Review and approve time sheets and PTO schedules for all reporting personnel.
4. Develops, generates and maintains team spirit and enthusiasm through the department by appropriate delegations, recognition of accomplishments, coaching and counseling

- and assignments according to merit.
5. Keeps supervisor informed by completing regular reports on a timely basis and advising of unusual situations or problems arise.
 6. Carries out and implements special projects and other assignments and directed.
 7. Constantly study department activities to determine more efficient ways to carry out cooperative and department objectives.
 8. Attends monthly board meeting as requested, attend staff meetings, prepare summaries of department activities, and report on-going improvement efforts.
 9. Cooperates with all employees and supervisors in maintaining good working relationships.
 10. Demonstrate cooperative shared values.
 11. Learn and comply with all Cooperative policies, procedures, rules and regulations.

The Vice President Electric Operations shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

IV. EXTERNAL RELATIONSHIPS

- A. Member-Consumers: Meet with and resolve problems, provide advice and assistance and promotes the cooperative's programs, plans and objectives.
- B. Consulting Engineer, Federated Insurance and Contractors: Confer with, advises, informs and coordinates activities.
- C. Auditors: Consult regarding inventory.
- D. Vendors and Suppliers: Purchase materials and obtain information on materials and equipment.
- E. Dairyland Power: Coordinate with safety department on job training & safety. Consult with DPC dispatch as to outages on transmission system/substations and switching during emergencies.
- F. CRC: Consult with answering service to obtain information on major outage or as needed.

SPECIFICATIONS

VICE PRESIDENT ELECTRIC OPERATIONS

Job Knowledge and Training and Experience:

1. Education: High school diploma or equivalent; Additional completed technical program courses in related area. Completion of approved apprenticeship program or similar technical training required. Related education in other fields will be considered.

2. Experience: Minimum of twenty years progressively responsible experience in utility operations. Proven senior management experience is required. Work experience should include all phases of construction, maintenance and system operation. Must possess a knowledge of RUS Materials Specifications Construction, National Electrical Safety Code and OSHA regulations. Must have prior experience preparing a variety of technical, administrative and management reports. Must be assertive and exercise initiative and independent judgment.

Equipment Operated: Must possess a valid driver's license. CDL preferred.

Abilities and Skills:

- Ability to effectively mentor and develop employees through knowledge sharing, coaching, and providing opportunities for increased responsibility.
- Ability to identify and develop employees with leadership potential and support effective succession planning within the department.
- Ability to build strong working relationships and communicate technical knowledge and expectations clearly and effectively.
- Ability to organize work to meet deadlines.
- Understand the need for safety, timeliness and responsibilities to employees and members.
- Ability to understand Pierce-Pepin's policies, procedures, terms and conditions of service, rates and other rules, regulations and approved practices.

Physical and Mental Effort:

- Must be able to sit, walk and/or stand for prolonged periods, up to 7 hours in an eight-hour day, with or without back support.
- Must be able to perform light physical work, continuously lifting up to 10 pounds without assistance and infrequently lifting up to 30 pounds.
- Must have the ability to make frequent visits to the field to inspect completed work and to direct the efforts of contractors and consultants.
- Must have the ability to move throughout service area and conduct field visits including areas of rough terrain.
- Must be able to communicate effectively on the telephone and in person to provide information and assistance.
- Must be able to move throughout the buildings, from building to building and drive throughout the surrounding area.
- Must be able to reach in all directions and bend/stoop to store and retrieve items, use equipment, computer and office equipment.
- Must have dexterity and hand/eye coordination necessary to operate vehicles and equipment, computer keyboard and communication equipment.
- Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
- Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Working Conditions:

- Must be able to complete job duties in an environment with some background noise and frequent interruptions.
- Must be able to work in an office environment and be outside for required travel and community events.
- This position must be prepared to provide assistance during after-hours as needed. Irregular hours may be required – including nights, weekends and emergencies. Evening and/or weekend Board meetings and company events may be required.

Travel: Occasional travel (company vehicle or commercial vehicle) will be required.

Residency Requirement: Due to the nature of this position and the responsibility for emergency responsiveness, it is required that this employee reside (or will relocate) within 40 miles from the Cooperative headquarters.

After an offer of employment has been made, a physical exam may be required which may include both drug and alcohol testing. Background checks will be completed.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Updated: 9/18/26

Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.