Dear students:

For those of you planning to graduate this semester and/or are looking for employment, please read the following:

**Continental Divide Electrical Cooperative** has an opening for an Electrical Engineer who has taken courses in the Power & Energy emphasis area. Their website is - [www.cdec.coop](http://www.cdec.coop)

**Please send your resume directly to:**

Jose Molina  
Manager of Engineering Services  
jmolina@cdec.coop  
505-285-6656 Ext. 1024

or

Corina Sandoval  
Assistant General Manager  
csandoval@cdec.coop  
505-285-6656
I. OBJECTIVES

The position of the Electrical Engineer was created to help achieve the purpose, for which the Cooperative was organized, that is,

To provide adequate and abundant central station electric service to all members within our service area at the lowest possible cost consistent with sound business principles, and;

by providing for specific operational responsibilities to be delegated to a competent, well trained person whose knowledge of and ability in this position will contribute to the attainment of the basic purpose of the Cooperative. All activities associated with this position relate to the following objectives:

A. The provision of engineering support for the construction and maintenance of new and existing electrical plant.

B. The development and maintenance of a good system of employee and member relations.

II. RESPONSIBILITIES:

A. Perform engineering design work by developing/improving electric distribution system construct and material standards.

B. Develop and submits long and short range system electric improvement plans.

C. Conduct electric distribution system studies on loading, voltage drop, power factor and sectionalizing.

D. Monitor all systems relative to service reliability and system protection.

E. Design and recommend electric distribution system equipment sizing and location for transformers, conductors, poles, re-closers, fuses, capacitors and regulators.

F. Collect and prepare technical data for reports and studies.

G. Research new electric power system technologies.
H. Assist GIS in maintaining an accurate model of the electric distribution system.

I. Responsible for the coordinated development of the Cooperative's power forecast and preparation and coordination of information for the Cooperative's rate cases.

J. Project a positive public image and maintain satisfactory public relations by responding to consumer inquires in a timely and professional manner.

K. Perform all other duties as assigned.

III. RELATIONSHIPS:

A. Incumbent reports directly to Engineering Services Supervisor and/or General Manager.

B. Incumbent is not responsible for supervision or work direction of any employee.

C. Coordinates or cooperates with:

1. Internal

   a. General Manager – Giving and receiving information.

   b. Engineering Services Supervisor – Giving and receiving information.

   c. GIS Specialist – Giving and receiving information.


   e. Line Superintendent – Giving and receiving information.

2. External

   a. Other utility companies – Giving and receiving information.


   c. General Public – Maintaining friendly, cooperative relationship with the general public in the performance of responsibilities.
IV. **DELEGATED AUTHORITY**

The Electrical Engineer shall have full authority to carry out these responsibilities in conformity with established policies and procedures.

V. **SUPERVISION**

The electrical engineer shall secure the approval of the General Manager and/or Assistant Manager or his designee in making decisions when policies are not clear or adequate or require interpretation.