

ELECTRICAL ENGINEER INTERNSHIP

Mountrail-Williams Electric Cooperative

1 PURPOSE OF POSITION

Gain an understanding of working for an Electric Cooperative.

To perform engineering, calculations, and planning for the Coop's electrical system.

2 RESPONSIBILITIES AND AUTHORITIES

Meets and reviews with Coop staff in the preparation of documents.

Reviews plans and creates cost estimates for projects, developments, and additions to the Coop's electrical distribution system.

Interprets plans, blueprints, safety orders, and government rules and regulations as related to planning and engineering activities.

Develops drawings, plans and specifications for the construction of distribution facilities.

Works with, prepares or assists in the preparation and maintenance of the Coop's electrical mapping system.

Maintains engineering records and files.

Assists in the preparation of environmental reviews, technical reports, equipment specifications, and bid specifications.

Involved in engineering design for new construction, existing plants, load flows, fault calculations, system specifications, etc.

Review switching procedures and create system protection schemes.

Assists with technical support and lends guidance in the design and layout of construction projects as needed – particularly with large power loads.

Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.

Any and all other duties as assigned by supervisor.

3 POSITION SPECIFICATIONS

EDUCATION

Possess status of Sophomore or higher in a Bachelor of Science degree in Electrical Engineering from a college or university accredited by the Accreditation Board of Engineering and Technology.

WORK EXPERIENCE

Entry-level engineering internship position. No previous experience required.

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JOB KNOWLEDGE

Must have knowledge of generally accepted electrical engineering principles used in the power industry.

ABILITIES AND SKILLS

Must possess knowledge about electrical systems. Excellent computer skills are needed. Must have good mathematical skills and an average knowledge of physics, science, and mechanics. Strong analytical skills needed. Ability and willingness to cooperate and work as part of a team. Ability to operate standard office equipment.

WORKING CONDITIONS

Work is typically performed indoors at a desk and outdoor work is sometimes required. Occasionally the job exposes employee to machinery and its moving parts, fumes and/or chemicals, and a noisy environment. Occasionally engages in light to moderate physical exertion and works in both an office and field environment. May be exposed to extreme climate conditions. Normally have regular hours of work.

PHYSICAL REQUIREMENTS

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Light lifting of up to 20 pounds. Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk. Must be able to use office equipment such as a copier, computer, and printer. Must be able to communicate to individuals and small groups. Requires analyzing data and reports, conducting research, and resource management. Skills in developing plans, procedures and goals required. Must be able to present information to others and work under stress.

4 WORKING RELATIONSHIPS

INTERNAL

Establishing and maintaining pleasant working relationships with all fellow employees in achieving the objectives of the Cooperative.

EXTERNAL

Cooperating with members and the general public and assisting them in a friendly and courteous manner. Also, promotes an understanding and acceptance of the Cooperative's objectives, viewpoint and programs.

5 MEMBER RELATIONS

The Electrical Engineer Intern shall have authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures.

The Electrical Engineer Intern is accountable to the Senior Electrical Engineer and the management of the Cooperative for the efficient performance of these responsibilities.

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The Electrical Engineer Intern is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interests can be affected by their actions and should feel free to make suggestions for improvements.

The Electrical Engineer Intern shall secure the approval of the Senior Electrical Engineer in making decisions when policies are not clear or adequate or require interpretation.

6 REPORTS TO

Electrical Engineer 1 and Senior Electrical Engineer.

7 DISCLAIMER

This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.

MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Scott Iverson

Date: March 20, 2023

Revised by: Scott Iverson

Date: February 22, 2024