



Position: Operations Intern

Function: To assist the Linemen and Purchasing Agent with operations tasks by applying technical knowledge, sound judgement, and skills; and to provide accurate data and recommendations to the Linemen and Purchasing Agent for the purpose of gaining knowledge and experience in linework and the warehouse.

Reporting Relationships:

Reports to: Line Superintendent

Responsible for: Non-supervisory position

Responsibilities and Authorities:

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities.

Operations

Assists Line Crew, Line Superintendent, and Purchasing Agent as necessary.

Qualifications

Education/Experience: Should be a current high school/college student or a recently graduated high school/college student.

Job Knowledge: Should have or develop an effective working knowledge of basic English and math skills, basic communication skills, and fundamental electrical systems knowledge.

Abilities and Skills: Must be a problem solver, organized, and future-oriented. Ability to isolate problems and use resolution skills is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form is mandatory. Ability to quickly adjust to schedule changes and to set and follow priorities necessary. Must be able to initiate and complete projects without supervision. Written and verbal skill in communicating Association practices, policies and programs to Association employees needed. Should be skilled in working and communicating with members and the public. Must be skilled in planning, designing, and preparing specifications to meet the Cooperative's requirements for electrical distribution. Must have a good understanding of automated technologies and how to apply them to the Cooperative's needs. Ability and desire to work in a team environment as well as individually needed. Must maintain a valid driver's license.

Working Conditions: Both office environment and outside weather conditions exist for this position. Subject to field work on special projects. Must be able to work outdoors in

cold wintry conditions as well as the heat of summer. Required work may be dirty and dusty. May work near live electrical circuits during field work.

Physical Requirements: Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling, and reaching majority of the time. Exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical burns, confined space, radiant heat, work at heights, and operating machinery hazards. Some exposure to odors, gases, dust, and dirt. Safety equipment required. Must be able to communicate with individuals. Class A Commercial Driver's license required. Must be able to read, write, and do arithmetic. Requires ability to weigh and measure.

Compensation: The hourly rate for this position ranges between \$14.81 based on qualifications, operational needs and other considerations permitted by law. The range may vary above and below the stated amounts, as permitted by Colorado Equal Pay Transparency Rule 4.1.2.

Approved: _____
General Manager

Date: _____