



JOB POSTING

Job Title: Energy Solutions Operative

Location: Kaufman/Athens

Posting Date: 05/30/23 – until filled

Summary

Assists with developing and implementing the cooperative's (DER) Distributed Energy Resource and Energy Solutions programs and services.

Responsibilities and Authorities

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

Energy Solutions Tasks:

- Monitor industry trends related to energy solutions and technologies.
- Assists in developing and conducting educational programs related to energy solutions for employees, members, developers, contractors, and the general public.
- Inspect, Install, and Maintain any current or future energy solutions or service offerings from TVEC to its membership or the general public.
- Managing activities associated with energy auditing of member facilities.
- Gathering field data, calculating, running energy software modeling, analyzing utility rates and bills, and preparing energy audit reports written specifications and findings distributing to members in a timely manner.
- Maintain member focus with an understanding of member satisfaction.
- Respond to member inquiries and issues by providing timely answers or resolutions.
- Prepares reports to demonstrate the cooperative's energy efficiency efforts.
- Ensures energy efficiency programs meet all federal, state, and other regulatory requirements.

Meter Testing Tasks:

- Conducts onsite meter tests.
- Manage third-party meter testing contractors when necessary.
- Catalog all meter testing records.
- Provide members with a certificate of the test and go over the results with them upon test completion.

- Maintain calibration of the TVEC meter testing units.
- Monthly reporting of all tests.

DER Tasks:

- Performs meter exchanges for all completed DER sites.
- Frequent UAS (unmanned aerial system) use.
- Inspect, Install, and Maintain intricate DER systems to ensure proper interconnection to the TVEC distribution system.
- Assist in Maintaining/Overseeing stock and programming of DER meters.
- Monitor any regulatory or governing issues affecting TVEC's DER policies.
- Assist in producing educational material/videos to inform the membership of the pros and cons of DER installations.
- Monthly data gathering, including current DER members, kWh excess production, types of DER sites, Board Districts, etc.
- Inform Members and contractors of TVEC's DER policies and installation procedures.
- Coordinate with members and contractors to schedule temporary disconnects for any DG installations.
- Assists in processing and cataloging all interconnection agreements after they are approved/signed by the General Manager/CEO.
- Gather previous billing data for members upon request to assist in sizing the potential DER install.

Other duties:

- Assists in the cooperative's key account program to maximize the opportunities for mutually successful business relationships.
- Assists with plans for educational and youth programs, including 4-H, FFA, safety programs, arcing demonstrations, and scholarship programs in the service area.
- Work with members to resolve high KWH usage complaints.
- Research billing histories and consult with members on billing inquiries for both residential and commercial accounts.
- Assist with the Cooperative annual membership meeting.
- Assist in promotion, marketing, and research of cooperative concerns.
- Assists with public awareness seminars and services for the cooperative.
- Review costs and other statistical data for marketing and compare with present and historical information.
- Follow personnel and safety policies, procedures, and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees, and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Energy Management Supervisor, Director of Corporate Relations, Asst. GM/COO and the General Manager/CEO.

Education

A high school diploma or GED is required. Certification per FAA Section 107 to Pilot Remote Small Unmanned Aircraft Systems is required within six months of the start date.

Experience

Field utility experience, Master/Journeyman electrician, or Residential/Commercial solar certifications are preferred.

Job Knowledge

Must have full knowledge of the cooperative's programs, processes, and service territory.

Abilities

Must be a highly motivated self-starter that exhibits a high level of initiative and creativity. Must have proficient leadership skills and decision-making skills to deal with various people under normal and difficult circumstances effectively. Must have strong written/verbal communication skills. Strong interpersonal skills, the ability to effectively handle competing priorities, complete them on time, and work independently as required. Must be able to prepare oral and written presentations of complex materials. Computer skills are a must. Excel, Word, Internet Explorer, Microsoft Outlook, and ten-key are required. Must be able to communicate with individuals and groups. Must be able to read, write and do arithmetic. Must be able to carry out various activities, which require high accuracy and attention to detail. Must be able to organize work to meet deadlines. Must be able to maintain corporate confidential information. Must possess a valid Texas driver's license. If required to drive, must have a valid driver's license and remain insurable by the Cooperatives automobile insurance carrier.

Working Conditions

This hybrid position will fluctuate between the field and general office environments based on the daily workload. The employee must be able to work evenings and weekends and work outside the regular schedule to maintain operations as required. Driving within the service territory and occasionally out of the service area. You will be required to enter members' homes, including attics, barns, etc., schools, and commercial properties.

Physical Requirements

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

The employee may be required to:

- to stand; reach with hands and arms; stoop and kneel
- to sit or stand for long periods
- to lift, carry, push, pull, or move up to 50 pounds or more
- to climb in and out of attic spaces
- to travel
- to utilize safety equipment, including rubber gloves, for energized work tasks
- to infrequently be exposed to outside weather conditions, including wet or humid conditions
- to frequently be exposed to warm, hot, or cold conditions in enclosed spaces such as attics
- to work over 40 hours a week on occasion
- to experience a low to the moderate noise level in the work environment

to use office equipment such as copier, computer, and printer
to be exposed to dust and dirt
to be exposed to electrical and mechanical hazards

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume and online application to P.O. Box 888, Kaufman, TX 75142, or email to addresses below:

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