



POSITION DESCRIPTION

Position Title: Planning Engineer

Department: Engineering

Approved: June 2022

FSLA Status: Exempt

Executive Summary:

The Planning Engineer will perform long term planning as well as daily oversight, operation, and coordination of the Cooperative's Electrical Distribution System.

Knowledge:

- Understand theory of Delaware Electric Cooperative's electrical distribution system and IT integral components from an engineering perspective.
- Provides functional and technical assistance to supervisors, managers, and others within DEC, by providing assistance and support involving multiple initiatives, systems, departments, platforms, network protocols, new technologies, analysts, vendors and contractors developing and supporting standard reports, developing and maintaining standard methodologies and best practices.
- Attends technical conferences and seminars to keep abreast of new software and hardware product development and represent Delaware Electric Cooperative's needs to various user groups.
- Provides functional and technical assistance to supervisors, managers and others within DEC, by providing assistance and support involving multiple initiatives, systems, departments, platforms, network protocols, new technologies, analysts, vendors and contractors developing and supporting standard reports, developing and maintaining standard methodologies and best practices.

Essential Functions:

Develops and plans the coordination study of the entire distribution system.

- Provides information for Annual Work Plan, Construction Work Plan and Long Range Planning to meet system goals.
- Coordinates with the Operations Department by providing contingency analysis and conductor loading during outages and other system disturbances.
- Studies existing information processing systems and scheduling limitations to evaluate effectiveness and develops new applications to improve production or workflow as required.
- Participates as a team member within the Engineering Department by providing daily operation and project management assistance.
- Coordinates and analyzes data for analysis of system capabilities and requirements.
- To include directing activities for a coordination study of the entire distribution system. Responsibilities to include daily coordination of newly installed facilities.
- Manages the Windmill and CymeTCC program to determine capacitor and regulator placements for optimum system performance as well as conductor loading and phase balancing. Coordinates with Operations for all system upgrade requirements.
- Support for Annual Work Plan, Construction Work Plans and Long Range Planning to meet system goals.
- Coordinates with the Operations Department by providing contingency analysis and conductor loading during outages and other system disturbances. Provides updated fault information for use with the mapping system.
- Studies existing information processing systems and scheduling limitations to evaluate effectiveness and develops new applications to improve production or work flow as required.

- Participates as a team member within the Engineering Department by providing daily operation and project management assistance.
- Coordinates, analyzes and adjusts data in computer to store, retrieve, and manipulate data for analysis of system capabilities and requirements. Monitors' functioning of equipment to ensure system operates in conformance with specifications.
- Coordinates daily computer operations, problems and long-range technology planning issues with and through the DEC Information Systems Department.
- Weekly coordination with mapping department in an effort to minimize redundant information on the system map and windmill. Also assists in modifying developer's site plans for integration into the mapping system.
- Reviews all solar applications over 25KW for compliance with Delaware Electric Cooperative requirements and provides direction to solar provider to bring new systems into compliance.

Supervision/Reporting Relationships:

The above responsibilities are a guide and are not all-inclusive for the responsibilities of the position.

Reports to: Manager of Engineering
Supervises: None

- Operations: To receive instructions, assistance, and guidance and to report information relevant to the assigned responsibilities relating to the operations and engineering systems and their interface with other systems.
- Information Systems: To receive and give instructions, assistance, and guidance with respect to the corporate information systems goals and direction.
- Assigned Personnel: To give instruction, ~~assistance~~[assistance](#), and guidance and to give and receive information relevant to the assigned responsibilities to coordinate activities for maximum efficiency in the section.

- Technical Equipment Supply, Installation and Service Contractors: To help administer contracts, assist in grading performance of contractual obligations and integrate their activities into the overall functioning of the Delaware Electric Cooperative.
- Other Sections: To give and receive information necessary for the design and operation of the computer systems and to provide and receive assistance as directed by the Manager of Engineering.
- Other Employees: To give and receive information necessary for the effective functioning of the Department and Cooperative.
- Members: To promote an understanding of the Cooperative concept and the goals and functioning of the Delaware Electric Cooperative.
- Other Cooperatives, Utilities and Agencies: To promote an ongoing business relationship resulting in coordination of activities to the benefit of all parties.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Four-year engineering degree and computer specific training courses.

Experience: Minimum of five years experience working in utility electric distribution systems.

Knowledge:

- Must have a working knowledge of Windows operating system and Microsoft Office software package utilized at the Delaware Electric Cooperative.

Communication, Skills & Abilities:

- Must be able to interact professionally with other employees, representatives of other organizations and the public. Must have the ability to communicate clearly, both orally and in writing.

- Strong analytical and problem solving skills with the ability to identify and correct problems quickly.
- Must be able to operate a computer and the various programs associated with an office and be able to use other office equipment.
- Ability to promote good relations between the Cooperative and its members.
- Capability to present oneself in a professional manner, at all times, when communicating with the following:
 - DEC members
 - DEC employees
 - General public
 - Agency representative

Certificates, Licenses, Registrations:

Must possess a current, valid driver's license recognized by the State of Delaware. Must exhibit the ability to become a licensed Professional Engineer in the State of Delaware, obtaining such license at the earliest opportunity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

Salary:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Exempt Status: This position is exempt from the overtime requirement of the Fair Labor Standards Act, as amended, and requires availability for emergencies, peak workloads, attendance at meetings, etc. at all times, without additional compensation.

Salary will be in accordance with the "Wage and Salary Plan of Delaware Electric Cooperative".

Signatures:

I, _____ (Employee's Name), have read and understand the foregoing position description.

Accepted By: _____
Employee Date

Approved By: _____
Manager of ~~Substation & System Controls~~ Engineering
Date

Approved By: _____
V.P. of Engineering Date

Approved By: _____
V.P. of Human Resources Date

This document describes the position currently available. It is not an employment contract. Delaware Electric Cooperative reserves the right to modify job duties or job descriptions at any time.