

WEST RIVER ELECTRIC ASSOCIATION, INC.  
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

**ENGINEERING INTERN**

**I. OBJECTIVE**

- A. To assist the Engineering Department with projects that promote innovation and reliability of the cooperative's systems.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: System Engineer

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. The following activities unique to this position:

1. Collaborate with the operations team on various projects.
2. Assist with substation projects, coordination, voltage studies, load balancing,
3. Assist with Metering projects including system operations, data analysis, data quality, and automation.
4. Assist with field and technology-based projects
5. Perform data entry, maintain records, and support continuous improvement and automation projects.
6. Complete other projects as assigned.

- B. Performs the following activities common to all operations employees:

1. Participates in Job Safety and Training.
2. Complies with West River's safety rules and regulations, operates all transportation equipment in a safe manner and looks out for the safety of others.
3. Keeps informed about the cooperative and its policies, plans and programs.
4. Exercises reasonable care in the use of and security of all cooperative-owned property.
5. Keeps supervisor informed of all activities.
6. Answers all member inquiries promptly or refers them to proper authority with the cooperative.
7. Makes every effort at all times to be courteous to the members and to do all possible to develop their support for the cooperative.
8. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information and job experience that will benefit the organization and assure continued efficiency within the cooperative.

9. Attends and is active in Employee and Safety meetings.
10. Maintains discretion and confidentiality of business practices.
11. Performs other duties as may be requested or directed by supervisors.

**IV. EXTERNAL RELATIONSHIPS**

- A. Members: Effectively interacts with members to promote and explain policies, procedures and programs of the Cooperative. Does everything possible in the position to assess and address members concerns in a courteous and expeditious way and provide the members superior service. Responds to member requests or refers them to appropriate personnel.
- B. General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities. Demonstrates an awareness at every opportunity to achieve increased member and public understanding for support of the Cooperative.

**V. EDUCATION**

Currently pursuing a Bachelor of Science degree from an accredited college or university in engineering or computer science is required.

Completion of Sophomore year is preferred.

**VI. EXPERIENCE**

No previous experience required.

**VII. JOB KNOWLEDGE**

Must be able to acquire within a reasonable period a working knowledge of the cooperative.

**VIII. ABILITIES AND SKILLS**

Must be able to perform all duties to complete work assignments as described in the position description. This includes:

- A. Must be able to organize and schedule work to meet deadlines.
- B. Must be able to carry out a variety of activities that require a great deal of attention to detail with a high degree of accuracy.
- C. Must possess the ability to clearly and concisely communicate, verbally and in writing, in exchanging information with the position's supervisor and employees.
- D. Must have a willingness to share knowledge and work harmoniously with others.
- E. Must maintain a high level of confidentiality.
- F. Must have and maintain a South Dakota driver's license and have an insurable driving record.

**IX. JOB ESSENTIALS/PHYSICAL DEMANDS**

See attached listing.

**X. OTHER REQUIREMENTS**

- A. Work is regularly scheduled Monday-Friday within the regular office hours between 7:00 AM and 5:00 PM. The intern will work with reporting authority on the schedule of hours.
- B. The position will be temporary and will consist of less than 1000 hours.
- C. No benefits are provided for this position.

Adopted: