



**NORTH GEORGIA ELECTRIC MEMBERSHIP CORPORATION**  
**- An Equal Opportunity Employer -**  
**JOB VACANCY ANNOUNCEMENT**

<b>POSITION:</b> <b>Engineer</b>
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<b>Organizational/Geographic Location: Dalton</b>
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<b>Opening Date: October 6, 2011</b>
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<b>Closing Date: Until Filled</b>
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**PURPOSE OF POSITION:**

To ensure that NORTH GEORGIA EMC's electric distribution system is based on cost effective, sound engineering principles through long range and short term planning, development and coordination of construction and maintenance needs.

**MINIMUM SPECIFICATIONS:** The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

*Required:*

- Bachelor's Degree in Electrical Engineering (EE, EET). Requires knowledge of, or the ability to learn, an electrical distribution system, all phases of operating an electrical distribution system; of all national and local electric codes
- Excellent oral and written communication skills; excellent interpersonal skills for effective interaction with other personnel, both public and private consultants
- Must have knowledge of or the ability to learn applications such as Word, Excel, Access, Sequel, Milsoft, Futura Mapping, SEDC accounting software and other applications as necessary.
- Flexibility of irregular hours for assignment completion.
- Requires ability to acquire proficiency in the RUS construction specifications and procedures
- Requires ability to become knowledgeable of retail rate schedules and structures and NORTH GEORGIA EMC'S policies and procedures.
- Require the ability to obtain and/or maintain a Registered Engineer certification.
- Require ability to obtain and/or maintain a valid driver's license
- Must satisfactorily pass NORTH GEORGIA EMC'S pre-employment, post offer physical examination and drug screen.

*Preferred:*

- Prefer a minimum of two years experience in the operation and engineering sections of an electrical distribution system.
- Knowledge of substations and substation equipment
- Previous experience involving planning of work programs, budgeting, directing programs, frequent people contacts and responsibility for measuring the results of the programs.

**PHYSICAL DEMANDS:**

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities (some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees). Require the physical ability in stooping, kneeling, crouching, reaching, standing, walking, ability to lift small items with fingers, grasping, talking, hearing, defined light work. Exposure to outside environmental conditions on an infrequent basis.*

**WORKING CONDITIONS:**

General office environment with some time spent in the field and in business travel. Requires the flexibility to be

available during irregular hours and during emergency situations. Both inside general office conditions and outside environmental exposure. Varied work hours in accordance with assigned schedule.

**WORKING RELATIONSHIPS:**

Internal: Two way communication with Manager of Engineering to receive direction, instruction, approval; to provide work related information in a timely manner; with other staff and with other divisions to provide technical engineering assistance.

External: With engineering consultants and customers to effectively communicate the best interest of the cooperative. Demonstrates an awareness that the position exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the cooperative.

Candidates meeting the minimum qualification requirements for this position may be further evaluated against other position- related factors to determine who will be referred to the selecting Cooperative Vice President. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate’s knowledge, skills, and abilities against those of other eligible candidates for each of the evaluation factors. The candidate’s experience e, training, awards, and other candidate-provided documentation will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement and to bring all applicable information to an interview, if scheduled. Current and/or past supervisors may be contacted unless specified otherwise. Candidates may be interviewed by a panel and/or selecting Co-op Supervisor, Manager and Vice President.

**HOW TO APPLY:**

You may submit a cover letter and resume to [careers@ngemc.com](mailto:careers@ngemc.com). Please note that certain information is needed in order to evaluate your qualifications for the position, therefore, your resume must contain the following information.

- Position title for which you are applying.
- Full legal name and mailing address.
- Daytime and evening telephone numbers.
- For experiences, include name of current and former employer(s), dates of employment, position title, start and end dates, a description of your duties and responsibilities and hours worked per week for each position listed.
- For education, include name, city and state of high school and colleges/universities attended as well as type and year of any degrees received and majors. Depending on your level of work-related experience, submission of transcripts is encouraged and may be requested.

*An incomplete application package may not be processed.*

**Additional information to Applicants**

- All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, handicap, political affiliation, labor organization affiliation, marital status, or other non-merit factors.
- Travel expense will be paid by the applicant.