





# ENGINEERING SERVICES SUPERVISOR

## JOB DESCRIPTION

 [iecok.com/careers](http://iecok.com/careers)  
 [mlehnus@iecok.com](mailto:mlehnus@iecok.com)

### COMPANY OVERVIEW:

Incorporated in 1939, Indian Electric Cooperative, Inc. is a member-owned, not-for-profit distribution cooperative that supplies electric service to its members in seven north-central and northeastern Oklahoma counties including Pawnee, Osage, Creek, Payne, Noble, Kay and Tulsa.

IEC provides almost 14,000 members with service to 20,080 homes and businesses through 3,516 miles of distribution line covering a service territory of 2,500 square miles.

IEC is powered by skilled and loyal employees.

### POSITION SUMMARY:

This is a full-time supervisory position within IEC's Engineering Department. This position manages personnel and processes associated with field design and mapping. The Engineering Services Supervisor will directly report to the VP of Engineering.

### ABILITIES AND SKILLS:

- Ability to communicate effectively, verbally and in writing, with members, property owners, contractors, and company officials.
- The ability to successfully communicate with the public in construction and right-of-way negotiations is required.
- Must possess organizational skills and attention to detail.
- Ability to work independently and function well in high-paced, and at times, stressful environments.
- Ability to document, track, and analyze data.
- Must have personal computer operating skills in systems including Microsoft Office, Autocad, Milsoft, and NISC suite.
- Ability to motivate, develop, and manage a team.
- Skills in developing plans, budgets, procedures, and goals.
- Strong decision making and judgment skills with the ability to prioritize tasks.
- Must possess and maintain an Oklahoma Class D driver's license.
- Must be certified in First Aid, CPR, and AED or possess the ability to become certified within one year.



**RESPONSIBILITIES AND DUTIES:**

- Supervise and assist the activities of the lead staking technician, staking technicians, and GIS technician positions.
- Schedule staking and construction activities associated with the construction work plan.
- Assist with the design and staking of joint use facilities.
- Perform joint use inspection, inventory, and invoicing.
- Initiate and conduct work order processes for construction projects.
- Update material handling group of upcoming material needs.
- Develop cost estimates and contract proposals for large projects.
- Oversee the pole inspection program to ensure quality inspections.
- Conduct GPS surveys and coordinate mapping activities.
- Discuss power requirements and service characteristics with developers and large power consumers.
- Respond to member inquiries, as required.
- Other duties as assigned.

**QUALIFICATIONS:**

- Education: High school diploma or GED required. An associate degree in an engineering related field or construction management with prior job training and experience is preferred.
- Experience: Six years of increasingly responsible project design experience in utility engineering or construction work (three years with an associate degree).
- Job Knowledge: Must have the ability to understand and apply technical knowledge and principles involved in the design, scheduling, and construction of overhead and underground distribution lines. Must have a thorough knowledge of basic physics including structural and electrical principles, IEC adopted construction specifications and drawings, and the National Electrical Safety Code

**SAFETY SENSITIVE CLASSIFICATION:**

This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.



**COMPENSATION AND BENEFITS:**

- Annual Salary: \$88,008 - \$130,618
- Benefits:
  - Medical insurance
  - Vision, dental, and life insurance
  - Flexible Spending Account or Health Savings Account
  - Retirement
  - Paid time off

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Date

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Signature

