

# **Traverse Electric Cooperative, Inc.**

## **JOB DESCRIPTION**

**POSITION TITLE:** Load Management / Electrician  
**REPORTS TO:** Office Manager  
**DEPARTMENT:** Member/Energy Services  
**SUPERVISES:** None  
**DATE:** January 2026

## **OBJECTIVES**

- A. Promote and support all Traverse Electric Cooperative's services and products by helping Members understand plans, programs, policies and rates through courteous and reliable service and information.
- B. Assist Members in the planning and decision-making process regarding rebuilding or installing a new electrical service, heating and cooling equipment, water heaters, generators and other electrical equipment and its usage.
- C. Ensure adequate inventory and delivery of energy/load management equipment to Member locations as requested.
- D. Support the safety culture of Traverse Electric by complying with all safety requirements, attending safety training sessions, and setting a positive example for others.

## **RELATIONSHIPS**

- **Maintain effective relationships with others by exercising effective interpersonal and communication skills.**

### A. Internal:

- 1. Reports to and is accountable to the Office Manager. Essential internal relationships include all of the following:
  - a) Office Manager
  - b) General Manager
  - c) Operations Manager
  - d) Other Employees

### B. External

- 1. Member – Must maintain a friendly, working relationship with members to better Cooperative relations with its membership.

2. Contractors – Must communicate effectively with contractors and keep them up to date on Cooperative policies and activities.

## **RESPONSIBILITIES AND DUTIES**

- A. Off-peak systems to Members of the Cooperative.
  1. Discuss heating and energy needs with Members, highlight the benefits of Traverse electrical systems.
  2. Educate Members on various systems and methods designed to accommodate heating and energy needs using off-peak equipment.
  3. Provide information to all interested Members about energy management programs, energy improvement (EMI) conservation loans, and other existing or new programs, rates, cost comparisons with other fuels, and National Electric Code requirements for the installation of equipment.
- B. Coordinate installation of load management equipment and other associated equipment used in Load Management and other TEC programs with contractors and Members.
  1. Follow Board Policy NO. 305 regarding the requirements of installation and inspection of metering and equipment for the use of:
    - a. Controlled Water Heaters
    - b. Dual Heat
    - c. Irrigation
    - d. Grain Dryers
  2. Communicate proper installation procedures and requirements to contractors.
  3. Educate Members and contractors on the Cooperative's energy management programs and equipment and their potential benefits.
  4. Complete all inspection documentation required, including TEC inspection field form, equipment/labor charge slip, equipment warranty, and Minnesota, South Dakota and North Dakota State wiring affidavit.
  5. Perform required repairs, maintenance, and inspection of load management installations.
  6. Recommend to Members the type and sizes of water heaters, heating and cooling and generator equipment, costs, estimated operating costs and efficient energy usage.
  7. Perform electrical installation and maintenance activities and make decisions at the job site as to wiring methods and materials to complete the job in compliance with state and national electrical codes and to the members satisfaction.
  8. Perform effective and efficient wiring, installation and maintenance on electrical services and equipment for consumers with or without supervision.

- C. Be knowledgeable of and keep up to date on the Cooperative's policies, programs, plans and Members Service activities to effectively offer accurate and reliable advice, service and information to the Members.
  - 1. Provides effective and efficient advice, assistance, and service to the members and consumers to assist them in achieving a safe and efficient electrical operating system.
  - 2. Be available to assist with phones and member assistance during outages and emergencies.
- D. Perform electrical and mechanical plant maintenance, installations, and repair on TEC owned and/or managed facilities.
- E. Miscellaneous Duties
  - 1. Prepare timesheets and other reports as required.
  - 2. Assist with high bill inquiries, meter reading and metering problems.
  - 3. Investigate and analyze high bill complaints. Communicate results with members in a timely manner.
  - 4. MDM/Command Center Support. (Meter Data Management)
  - 5. Perform all other duties as assigned or based on business need and requirements.

## **POSITION SPECIFICATIONS**

- A. Education and Experience
  - 1. High School Education or equivalent required.
  - 2. Two (2) years vocational training in electrical field; or a combination of education and experience providing equivalent knowledge.
- B. Credentials, Licenses or Designations
  - 1. Required: Journeyworker Electrician's License.
  - 2. Maintain continued education to satisfy Journeyworker's Electrician License.
  - 3. Driver's License required.
- C. Knowledge, Skills, and Abilities
  - 1. Excellent knowledge of electrical circuits and electrical equipment in order to communicate installation procedures and conduct routine inspections.
  - 2. Knowledge of electrical wiring principles and techniques, National Electric Code and local requirements, and applicable OSHA regulations required. Must have sound knowledge of the proper and safe use of the tools and equipment used in the wiring craft. Must have a thorough knowledge of first aid and CPR.
  - 3. Keep fully informed of established state and national electrical codes and keep current on required testing and licensing to ensure that the cooperative is meeting the necessary regulations and requirements.

4. Knowledge of heating systems and off-peak energy systems.
5. Knowledge of computer related programs for locating Member information as needed (Microsoft Office tools such as outlook, excel, word, WebEx and ZOOM).
6. Strong skills in performing basic mathematical computations such as addition and subtraction for heat loss calculations, as well as multiplication, division, ratios and percentages for tracking energy management and radio receiver inventories.
7. Strong communication skills when providing education and answering inquiries about electric off-peak systems to employees or members.
8. Ability to help resolve Member complaints and to respond to Member's calls in a timely manner to maintain good public standing for the Cooperative.
9. Ability to conduct frequent checks of tools and protective equipment
10. Ability to attend and participate in safety meetings to maintain knowledge of safety rules and regulations and to help assure that safe work practices are followed, and a safe working environment exist for the individual, fellow employees and consumers.
11. Ability to perform effective and efficient wiring, installation and maintenance on electrical services and equipment for consumers with or without supervision.
12. Ability to maintain accounts and reconcile material inventories for assigned jobs to assure that proper materials inventories are available as needed.
13. Ability to complete multiple tasks within the deadlines.
14. Ability to handle prolonged periods of high stress.

#### **ENVIRONMENT CONDITIONS/PHYSICAL REQUIREMENTS**

- A. Ability to perform finger and hand manipulation and perform repetitive motions in order to use a computer keyboard, test equipment and operate hand tools.
- B. Ability to exert up to 100 pounds of force occasionally and or/up to 20 pounds of force consistently to move objects. Lifting and carrying of 10 to 100 pounds occasionally. Reaching and lifting overhead is required.
- C. Job requires standing, crawling, climbing, bending, and pulling majority of the time. Exposed to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical hazards, electrical, burns, confined space, radiant heat, work at heights and operate machinery. Some exposure to fumes, gases, chemicals, dust, and dirt.
- D. Ability to travel to Member sites 75% of the time, as part of normal duties.

- E. Ability to discern colors and have appropriate depth perception in order to perform meter readings and field observations.
- F. Ability to effectively speak English and communicate via telephone, radio, and in-person with members and others, as necessary, to perform assigned duties.
- G. Ability to operate a forklift safely.

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*Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.*