

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET, REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	Manager of Engineering
JOB LOCATION	FLINT EMC SERVICE CENTER, 1937 Electric Ave, Fort Valley, GA (32.585878, -83.720310)
JOB CLASSIFICATION	INSIDE JOB; EXEMPT
SUPERVISOR	Director of Engineering
LAST DATE REVIEWED	August 2025
JOB SUMMARY	Oversees the engineering planning and protection of Flint's distribution system for effective and efficient operations. Develops long range plans and work plans that construct an efficient electrical system meeting RUS, ANSI, and Flint standards. This includes system protection studies as required. Directs personnel responsible for implementing and maintaining Flint's SCADA and Automation system. Responsible for System Operations to operate the distribution electrical system in an efficient and safe manner providing excellent service to Cooperative members. Supports the planning and design for customer choice loads. Develops and updates construction specifications and participates in solving member service complaints. Provides good management for large projects involving multiple departments. Supports Flint in various member, community, association, and vendor relations activities including: complaint resolution; technical contract review and preparation; cost/benefit analysis; power supply and transmission provider relations; and other related activities as assigned. Responsible for training and development of engineering staff.
EDUCATION / TRAINING	<p>EDUCATION:</p> <p>Required:</p> <ul style="list-style-type: none"> Bachelor of Science in Engineering or Engineering Technology from ABET accredited educational institution. <p>Preferred:</p> <ul style="list-style-type: none"> Professional license to practice electrical engineering in the State of Georgia Master's Degree in Business Administration <p>EXPERIENCE:</p> <p>Required:</p> <ul style="list-style-type: none"> Minimum of ten (10) years' experience with an electric utility in combination of SCADA, communication systems, system planning, mapping, and design of distribution lines; must include minimum three years' experience in system planning. Minimum of five years' supervisory experience with engineering and / or operations personnel. Experience with system protection and coordination. Experience with system modeling including ampacity, voltage drop and impedance calculations using commercial utility analysis software. Experience with SCADA design, programming, and testing. Experience with network design and implementation. Experience with distribution automation design and programming including relay logic. Experience with cybersecurity implementation and standards.
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> Broad knowledge of engineering and operations of an electrical distribution system preferably with a RUS cooperative. Effective leadership skills to motivate and supervise employees to successfully implement projects. Prior demonstration of professionalism and good work ethics. Excellent written and oral communication skills. Must possess the management abilities to communicate with and train employees effectively. Proficiency with Microsoft Office Software. Past experience must show the successful review and improvement of work processes through good management practices. Ability to become proficient using various database applications to create, maintain, query, and generate reports of tabular data. Ability to obtain and maintain Integrated Transmission Systems (I.T.S.) switching certification within two (2) years of employment. Positive Attitude and willingness to be a team player in support of exceptional internal and external customer service. Willingness to learn and use new skills and procedures. Self-starter with ability to make independent decisions. Ability to multi-task and work with multi-functional applications <p>Preferred:</p> <ul style="list-style-type: none"> Knowledge of RUS standards for construction Working knowledge of National Electric Safety Code and National Electric Code Working knowledge of engineering analysis software such as Milsoft, LightTable, SEL QuickSet and SEL RTAC Experience with Schweitzer Engineering Laboratories (SEL) equipment.
WORKING HOURS / ON-CALL DUTY	<ul style="list-style-type: none"> Typically 5 – 8-hour days (Specific schedule to change to meet the needs of the company). Must live within 60 minutes of Flint Service Center located at 1937 Electric Avenue, Fort Valley, GA (32.585878, -83.720310) Must be able to serve on-call, accept after-hours calls by phone, and work after-hours in emergency situations

OTHER	<ul style="list-style-type: none"> • Must have and maintain a valid driver's license with a verifiable safe driving record (MVR required) • Must be willing to accept communications of company and security updates notifications by phone.
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Tuesday, September 2, 2025. • Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com. • Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

**FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 08/19/25

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
MANAGER OF ENGINEERING**

ALERTNESS & CONCENTRATION	Maintains full alertness and concentration at all times, sometimes in inclement climatic conditions, at night and during emergency storm shifts.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure, handle tense situations, resolve complaints, and control anger and attitude. Contributes to team spirit and enthusiasm.
VISION	<p>Far Visual Acuity - As necessary to drive and operate equipment and assess the status of fixtures on top of a 45 ft. pole to ground. Should be able to distinguish potential hazards in substations and poles.</p> <p>Near Visual Acuity - Necessary for analyzing reports, prolonged use of CRT screen, identifying switches and nameplates on equipment.</p> <p>Peripheral Vision - As necessary for driving and operating equipment safely.</p> <p>Color Vision - Judges red, green, and yellow traffic lights adequately to drive. Must be able to adequately distinguish colors in engineering planning and other software.</p> <p>Depth Perception - Needed to judge distance when driving and operating extendo sticks around high voltage lines.</p> <p>Night Vision - Same as above when working at night and in poor light.</p>
HEARING	Hears and comprehends spoken conversation well over telephone. Hears adequately to operate 2-way radio if needed.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Speaks clearly when communicating by 2-way radio. Voice must be professional to make presentations as required.
SITTING / STANDING	May sit up to 7 hours in (8) hour day when working at computer, reading manuals, or while driving to and from work sites. May stand as needed.
WORKER MOBILITY / WALKING	Can change positions frequently sitting or standing. Various amounts of walking in the office and occasionally in substations, job sites, or in the field where the ground may be uneven.
LIFTING / CARRYING	Frequently lifts computers, relays, routers/switches and other office equipment. Required to open/close desk drawers and file cabinets and paper/supplies to copiers and printers if needed.
PUSHING / PULLING	Continuously opening and closing drawers, occasionally when working with line materials.
BENDING	Bends from neck for talking on telephone. Bends from waist occasionally. May bend or kneel to retrieve documents from files.
REACHING / HANDLING	Regular use of hands and wrists when operating computer, to write and draw designs, to use computer and write correspondence in daily activities.
TWISTING / CLIMBING / CRAWLING	Can be avoided somewhat by taking step in direction of the work. Occasionally climbs on and off trucks and equipment when on job site with crews.
ENVIRONMENTAL FACTORS	Job is mainly indoors in a heated/air-conditioned building. Occasionally performs a variety of strenuous tasks outside, with temperatures varying from 32 degrees or below to 90 degrees or above, sometimes in rainy, stormy conditions, rarely in snowy or icy conditions. Occasionally exposed to noise from construction equipment, heavy traffic, and air compressors.
MACHINES / TOOLS/ EQUIPMENT	Hand tools, voltmeter, amp meter, computer, copier, fax, stapler, and other miscellaneous office equipment.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Hard hat, rubber gloves, overshoes, safety glasses, traffic vest, work gloves, sleeves. Mayday, CPR, First Aid and Defensive Driving.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.