

Big Skylights



An internal newsletter of the STATEWIDE ASSOCIATION OF MONTANA RURAL ELECTRIC COOPERATIVES

A report from your Chief Executive Officer Dave Wheelihan

February 16, 2017

Glacier Electric to host NESC training May 16

MECA, in cooperation with Glacier Electric Cooperative, will hold a one-day NESC training at Glacier Electric Cooperative in Cut Bank on May 16.

The course will focus on the major changes in the 2017 NESC, and provide a general overview of each part of the NESC. A full course description has been sent to line superintendents and line foremen. The registration deadline for this training is Monday, May 1.

For those participants needing overnight accommodations, area hotels include the Super 8 in Cut Bank (406) 873-5662; the Glacier Gateway Plaza in Cut Bank (406) 873-5544; the Comfort Inn in Shelby (406) 434-2212; and the Best Western Shelby Inn and Suites (406) 424-4560.

If you have any questions, including questions about registration, please contact **Lea Potoczny** at meca@mtco-ops.com or (406) 761-8333.

Job Market

Position Wanted: Apprentice Lineman

A December 2016 graduate of Northwest Lineman College, Meridian, Idaho, is seeking a position with a Montana electric cooperative as an apprentice lineman. **Matthew Lee Williams** is a resident of Belt, Mont. He received his certificate in electrical lineworker training from Northwest, graduating with a 4.0 grade-point average. Mr. Williams can be reached via phone (661) 617-0180 or via email, mattwilliams87@yahoo.com. A complete resume of Mr. Williams is on file at MECA and can be obtained by contacting Beckie Frediani of our staff (406) 761-8333 or beckie@mtco-ops.com.

Customer Service Representative/Staff Assistant

Lower Yellowstone Rural Electric Cooperative seeks to fill an immediate opening for a full-time customer service representative/staff assistant position in Sidney, Mont.

Position summary: To create a positive and pleasant working environment while providing courteous and accurate customer service to our members within the guidelines provided by LYREC. This person will also assist the office and operations staff as needed. *Qualifications:* To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to work effectively on a daily basis with a variety of individuals; must have the ability to remain flexible and adaptable to change; must be able to use office equipment, i.e., 10-key adding machine, multi-line telephone system, copy machine, and have a working knowledge of Microsoft products. Employee must be able to assure the confidentiality and integrity of information, reports and data processed by the cooperative. Employee must have the ability to conduct oneself in a professional manner in the workplace and while representing the cooperative away from the office. *Education and/or experience requirements:* A high school diploma or general education degree (GED); or six to twelve months' related experience and/or training; or equivalent combination of education and experience.

Applicants will need to go to LYREC's website at www.lyrec.com and download the employment application. Complete the employment application and submit it along with a cover letter, resume, salary expectations and at least three references to: Lower Yellowstone Rural Electric Cooperative, Attn: **Jason Brothen**, PO Box 1047, Sidney, MT 59270. Applicant may also email all required documents to jasonb@lyrec.coop. Deadline for applications to be received is end of day on Feb. 22, 2017.

Apprentice/Journeyman Lineman

Mid-Yellowstone Electric Cooperative, headquartered in Hysham, Mont., is accepting applications for the position of apprentice or journeyman lineman.

Responsibilities include construction and maintenance of overhead and underground distribution lines. Graduation from a vocational/technical power lineman school is required. Completion of four-year apprentice line worker training program must be completed for the journeyman lineman position. A valid Montana CDL is required for this position. Qualifications include being certified in climbing and working under supervision in all aspects of the lineman trade. The person in this position will be required to lift up to 100 pounds, work in all weather conditions and work long hours when needed.

Mid-Yellowstone Electric Cooperative offers an excellent wage and benefit package. Qualified applicants may pick up an application at the co-op's office at 203 Elliott Avenue in Hysham, or the applications may be emailed upon request.

Please send application and resume to **Ken Rolandson**, line superintendent, Mid Yellowstone Electric Cooperative, P.O. Box 386, Hysham, MT 59038. Anyone with questions should contact Mr. Rolandson at (406) 342-5521 or email at kenr@myec.coop. The position will remain open until Feb. 24, 2017.

Administrative Services Coordinator

Glacier Electric Cooperative is seeking a full-time administrative services coordinator to join the co-op's operations headquartered in Cut Bank, Mont. The administrative services coordinator assists the manager of finance and administration in managing the financial and control activities, including consumer and general accounting, financial planning, banking, insurance and taxes. This person also has the responsibility for both financial and administrative activities, along with human resource duties.

The administrative services coordinator efficiently and accurately maintains all of the cooperative's general files; prepares and completes payroll and all related reporting required; efficiently and accurately enters and processes accounts payable and performs the monthly billing process; provides members with a professional and positive customer-service experience when handling inbound telephone traffic, radio calls and member visits, creating a feeling of good will toward the cooperative; promotes positive member and public relations, and provides clerical support as needed. Coordinates travel and meeting arrangements.

Skills required: Must have excellent verbal and written communication; must have a thorough knowledge of basic math and be able to apply it to job responsibilities; must be a highly organized individual who is able to communicate effectively with other employees, members and the public, and exercise good judgment; must be able to maintain a high degree of confidentiality; must be able to operate office equipment effectively: calculators, photocopier, fax, mailing equipment, computers, etc.; must be proficient in Microsoft Office, with an advanced knowledge of Word and Excel, and; must be proficient on the NISC software packages or able to learn. Education and/or experience: A Bachelor's degree from an accredited college or university is desirable. A minimum of 2 years of accounting experience is highly desirable. Human resource experience is desirable. *Physical requirements:* Must be able to sit and use a computer and other office equipment for extended periods of time; able to lift 40 pounds overhead and lift or carry up to 40 pounds.

Other requirements: Must be able to travel and stay overnight away from the cooperative service area as needed. Applicants must submit applications to the Cut Bank Job Service and pass the computer literacy, payroll management and general accounting tests administered by the job service. For a complete job description, please visit the co-op's website at www.GlacierElectric.com. This is a staff position that offers an excellent benefits package.

Applications for employment are available at the Cut Bank Job Service, online at www.GlacierElectric.com, or in the Browning and Cut Bank offices. Please direct questions to Manager of Finance & Administration **Keelie Montalban** by phone (406) 873-5566 or email at kmontalban@GlacierElectric.com. Applications must be received by March 10, 2017.

Master Electrician

McCone Electric Cooperative in Circle, Montana, is seeking a highly motivated Master Electrician or Journeyman Electrician who could test for a Master Electrician License. This is a position for a qualified professional. Applicants should have a working knowledge of the National Electrical Code (NEC) and the National Electric Safety Code (NESC). The successful candidate must have the ability to handle a variety of diverse tasks and organize work to meet deadlines; have proficient communications skills, both written and oral; must be organized, a problem solver, and future-oriented; and must be able to climb, lift and operate a variety of equipment. McCone Electric Cooperative offers an excellent wage and benefit package. McCone Electric is committed to having a strong safety program, and safety is the co-op's first priority. McCone Electric Cooperative delivers electric power to more than 5,000 meters in 14,400 square miles of eastern Montana. McCone Electric's member-owners have relied on low-cost, reliable electric service for 70 years. McCone Electric employs 24 dedicated team members and has annual revenues in excess of \$7 million.

Applications can be downloaded at www.mcconeelectric.coop or picked up in the Circle office. All inquiries or email applications can be sent to **Scot Brown** at sbrown@mcconeelectric.coop or mailed to: McCone Electric, PO Box 368, Circle, MT 59215. Applications will be accepted until position is filled.

CALENDAR**February**

22	Workplace Protection Course	Great Falls, MT
23-26	Director Education Programs, Pre-NRECA Annual Meeting	San Diego, CA
26-March 1	NRECA Annual Meeting	San Diego, CA
26-March 1	NRECA Tech Advantage Conference	San Diego, CA

March

3	Vigilante Electric Cooperative Annual Meeting	Dillon, MT
8-9	NRECA Training Courses: 2600 Director Duties & Liabilities and Understanding the Electric Business	Lewistown, MT
14	Big Horn County Electric Cooperative Annual Meeting	Hardin, MT
14-17	New Co-op Communicator Orientation	Arlington, VA
18	Flathead Electric Cooperative Annual Meeting	Kalispell, MT
18	Missoula Electric Cooperative Annual Meeting	Missoula, MT
18	Ravalli County Electric Cooperative Annual Meeting	Corvallis, MT
21	DOT Compliance Training	Great Falls, MT
21	Mid-Yellowstone Electric Cooperative Annual Meeting	Hysham, MT
23	Yellowstone Valley Electric Cooperative Annual Meeting	Billings, MT
25	Lincoln Electric Cooperative Annual Meeting	Eureka, MT
30	Central MT Electric Power Cooperative Annual Meeting	Great Falls, MT
31	Sun River Electric Cooperative Annual Meeting	Fairfield, MT

April

1-4	Directors Conference	Tampa, FL
3	Directors Course 921.1 – Board Leadership Certification	Great Falls, MT
4-5	MECA Spring Committee & Board Meetings	Great Falls, MT
6	Upper Missouri Power Cooperative Annual Meeting	Sidney, MT
11-13	New CEO Orientation	Arlington, VA
12	Glacier Electric Cooperative Annual Meeting	Cut Bank, MT
21	Marias River Electric Cooperative Annual Meeting	Shelby, MT
23-25	NRECA Legislative Conference	Washington, D.C.