

# Big Skylights



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

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A report from your Chief Executive Officer Dave Wheelihan

March 2, 2017

## DOT training to be held at MECA statewide office

MECA will hold a ½ day DOT compliance-training course at our statewide office in Great Falls on March 21. The training will run from 9 a.m. – 12 noon. The purpose of this course is to cover all aspects of DOT compliance, including CDLs, vehicle inspections, motor carrier rules and load securements. A Q&A session will be available at the end of the training.

The training will be instructed by **J.R. Killham**, who is a commercial motor vehicle safety investigator at the Montana Department of Transportation.

The cost of the course is \$50. The registration deadline is Friday, March 3.

For those participants needing overnight accommodations, MECA has corporate rates at the Best Western Heritage Inn, (406) 761-1900; the Staybridge Inn & Suites (406) 761-4903; or the LaQuinta Inn & Suites (406) 761-2600. When calling, be sure to request the Montana Electric Co-ops (MECA) corporate rate.

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

## 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, 2017**.

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](mailto:meca@mtco-ops.com) or (406) 761-8333.

## Job Market

### **Journeyman Lineman**

Goldenwest Electric Cooperative in Wibaux, Mont., is seeking a full-time journeyman lineman.

Responsibilities include construction and maintenance of overhead and underground distribution lines, along with maintenance of transmission lines and substations. A valid Montana or North Dakota CDL is required for this position. Applicants must be certified in climbing and working 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, be on-call and work long hours when required.

Goldenwest Electric Cooperative offers an excellent wage and benefit package in a non-union environment. Qualified applicants can send a resume with at least three references to **John Sokoloski**, General Manager, Goldenwest Electric Cooperative, PO Box 177, Wibaux, MT 59353. This information can also be emailed to [gwec@midrivers.com](mailto:gwec@midrivers.com). Questions should be directed to Mr. Sokoloski at (406) 796-2423, or emailed to [gwec@midrivers.com](mailto:gwec@midrivers.com). The submission deadline is March 31, 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, performs 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](http://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](http://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](mailto: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](http://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](mailto:sbrown@mcconeelectric.coop) or mailed to: McCone Electric, PO Box 368, Circle, MT 59215. Applications will be accepted until position is filled.

## CALENDAR

### March

3	Vigilante Electric Cooperative Annual Meeting	Dillon, MT
8-9	NRECA Training Courses: 2600 Director Duties & Liabilities and 2610 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
14	Marias River Electric Cooperative Annual Meeting	Shelby, MT
23-25	NRECA Legislative Conference	Washington, D.C.