



EAST KENTUCKY POWER COOPERATIVE

POSITION DESCRIPTION

JOB TITLE: Chief Operating Officer (COO)
& Executive Vice President

DATE: 12/20/11

BUSINESS UNIT: Executive

DEPARTMENT: Executive

Job Code 02804

PRESIDENT APPROVAL:

President / CEO

A handwritten signature in cursive script, likely belonging to the President / CEO.

DATE:

POSITION SUMMARY

Assist the President and CEO by directing and overseeing the day-to-day operations of the generation and transmission systems, power supply and transmission planning, design and construction of generation and transmission resources, fuel procurement and environmental compliance.

REPORTING RELATIONSHIPS

- Reports to: President / CEO
- Supervises: Senior Vice President of Power Supply; Senior Vice President of Power Production; Senior Vice President of Power Delivery, Construction and Environmental Affairs; and Vice President, System Operations
- Directs: All employees in Power Supply; Power Production; Power Delivery; Construction; Environmental Affairs; and System Operations

DUTIES AND RESPONSIBILITIES

- Provide leadership and counsel to the business unit leaders on matters relating to corporate strategies, work plans, capital and operating budgets, organizational structure and staffing levels, partnering opportunities and general operations of the Cooperative to accomplish EKPC's mission of providing adequate, reliable and affordable power to the members and ensure the financial stability of the Cooperative.
- Ensure that the operations of assigned business units are conducted in accordance with the goals, policies and Bylaws established by the Board. Interpret policies when necessary.
- Presents information and recommendations to the Board for consideration and approval.
- Responsible for the development and attainment of short-term and long-term operational objectives.



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- Oversee the preparation of the annual budgets (operating and capital) and work plans for each assigned business unit, adequately covering all planned activities and obligations. Recommend budgets and work plans to the President & CEO and ensure that approved budgets and work plans are followed, effectively managing operating and capital costs.
- Work closely with, assist and advise the President & CEO in operational and Cooperative business matters.
- Sign contracts and approve expenditures on behalf of EKPC relating to the day-to-day operations of the Cooperative, as delegated by the President & CEO.
- Accept, plan and carry out special projects as directed by President & CEO, providing adequate project status reports.
- Submit periodic and special reports to the President & CEO on conformity of G&T operations with approved objectives, policies, and programs; Direct remedial action as required; Recommend revisions where President & CEO approval is required.
- Serve as an integral part of the executive management team to create a cohesive and efficient management structure.
- Participate in the development and implementation of corporate policies and EKPC's strategic plan.
- Approve, oversee, direct and evaluate the activities carried out by the business unit senior/vice presidents.
- Evaluate the performance of direct reports and review evaluations with President & CEO. Counsel with direct reports on strengths and areas for improvement. Develop individual development plans and ensure succession plans are in place for critical positions.
- Ensure that all employees under his/her direction understand and accept the responsibilities and authorities outlined in position descriptions.
- Serve as a primary liaison with the member systems concerning day-to-day operations and business activities, responding to member system needs and suggestions.
- Ensure compliance with all regulatory and agency requirements (i.e., RUS, FERC, NERC, EPA, DAQ, DOW, etc.)
- Establish and maintain effective working relationships with KAEC, RUS, CFC, ACES and other external entities critical to the success and stability of EKPC and the member systems.

RELATIONSHIPS

Internal Relationships:

- Confer on corporate matters with the President & CEO, Executive Staff, General Counsel and Counsel.

External Relationships:

- Provide information and updates on corporate matters to EKPC's Board of Directors, Alternate Directors, all Committees, and member systems.
- Positively promote the Cooperative and its mission to members.
- Provide/seek information on industry issues to/from other utilities, ACES, consultants, governing agencies including RUS, CFC, PSC, EPA, DAQ, etc.
- Maintain ongoing relationships with other G&T's, NRECA, KAEC, and other professional organizations to further develop EKPC's programs.

JOB SPECIFICATIONS

Education:

- Bachelor's degree in a related area. MBA preferred. Any equivalent combination of education and experience may substitute

Experience:

- Ten (10) years of broad management experience, preferably with an electric utility, to include in depth understanding of generation and transmission system operations.

Skills and Abilities:

- Extensive knowledge of power plant operations and maintenance, transmission system operations and maintenance, risk management, construction, power supply planning, environmental regulations and compliance, power and fuel markets and power scheduling and trading.
- Strong financial management experience.
- Extensive knowledge of the cooperative business model, cooperative principles, and the electric utility industry, including a generation and transmission environment is preferred.
- Understanding of board governance.
- Overall understanding of business and strategy planning; ability to think ahead and plan over a short- and long-term time span.
- Must have a proven track record of innovative approaches to all operational and business matters.
- Strong leadership skills; demonstrated ability to lead people and get results through others.
- Strong interpersonal skills; ability to work with a diverse group of customers on a broad range of topics.
- Strong problem solving skills.
- Strong oral and written communication skills.

Key Competencies:

- Building Trust
- Building Partnerships
- Leading through Vision and Values
- Strategic Decision-Making
- Gaining Commitment
- Aligning Performance for Success
- Technical/Professional Knowledge and Skills
- Customer Focus
- Innovation
- Facilitating Change
- Communication



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- Planning and Organizing

Working Conditions:

- Primarily an inside position with usual office conditions.
- Regular lifting up to 10 lbs. and occasional lifting up to 20 lbs. required.
- Overnight automobile and air travel may be required

FLSA EVALUATION: This position meets the Executive exemption requirements of the FLSA regulations. The position met the salary requirement of receiving a predetermined salary which is not subject to reduction because of variations in quantity of work and is at least \$23,660 annually; has the primary duty of managing the enterprise or a customarily recognized department or subdivision of the enterprise; directs the work of two or more full-time employees and their equivalents; and the authority to hire or fire other employees or makes recommendations that carry weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

FLSA STATUS: Exempt



EAST KENTUCKY POWER COOPERATIVE

**EAST KENTUCKY POWER COOPERATIVE
ANALYSIS OF
PHYSICAL, ENVIRONMENTAL AND MENTAL DEMANDS
Chief Operating Officer & Executive Vice President**

ACTIVITY	FREQUENCY				
PHYSICAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Standing	<u> </u>	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Walking	<u> </u>	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Sitting	<u> </u>	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Lifting Types of objects being lifted	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Samples, chemicals	<u> </u>	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Shoveling, oils (lubricants)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Weight of objects being lifted					
• 10 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 20 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 50 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 100 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• Over 100 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>



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Chief Operating Officer**

ACTIVITY	FREQUENCY				
	Seldom	Occasional	Regular	Often	Very Often
PHYSICAL DEMANDS					
Pushing/Pulling					
• 10 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 20 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 50 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• 100 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
• Over 100 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Climbing					
Ladders	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Stairs	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Poles	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Structures	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other (List)					
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Maintaining Balance	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Stooping	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Kneeling	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Crouching	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Crawling	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>



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ACTIVITY	FREQUENCY				
PHYSICAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Twisting	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Bending	<u> X </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Reaching					
Overhead	<u> </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
In Front of Body	<u> </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Other (List)					
Grasping	<u> </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Feeling	<u> </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Simultaneous Use of Hand, Wrist, Fingers (Examples: screw driving, nailing, etc.)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Driving/Operating					
Types of machinery, vehicles, tools, equipment, etc.					
Automobile	<u> </u>	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Personal computer	<u> </u>	<u> </u>	<u> X </u>	<u> </u>	<u> </u>



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ACTIVITY	FREQUENCY				
ENVIRONMENTAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Weighing	X				
Measuring	X				
Mathematics				X	
Other (List)					

Other Demands (Examples: use of safety equipment, shift work, exposure to job hazards, use of specialized tools, understanding schematic drawing, etc.)

Completed By:

Name

(Date)

Reviewed By:

Supervisor/Manager

(Date)

Approved by:

Anthony J. Campbell

President & Chief Executive Officer

12/20/11

(Date)

Job Description
Completed by:

(Name)

(Date)

December 20, 2011