




**Bedford Rural Electric  
Cooperative, Inc.**

A Touchstone Energy® Cooperative 

## **Electric Utility Specialist**

Bedford Rural Electric Cooperative is seeking an Electric Utility Specialist. The position requires a “jack-of-all trades” mentality. A Bachelor’s Degree or Associate’s Degree in Engineering, Computers or a related field is required. Previous utility experience is preferred, but we will grow with the right candidate. The ideal candidate will be self-motivated and have the desire to become acquainted with all aspects of the Cooperative’s distribution system.

Job duties include the following:

- Assist in the implementation and troubleshooting of the Cooperative’s Metering Infrastructure.
- Provide administrative and field support for Alternative Generation projects.
- Interact with superiors, peers and vendors to become thoroughly familiar with assignments and obtain necessary information to complete all tasks.
- Assist with the design, construction, troubleshooting and modernization of the Cooperative distribution system. Perform monthly field inspections and troubleshoot problems in all weather conditions.
- Assist in maintaining the Cooperative’s GIS and SCADA systems.
- Advise Cooperative members on a variety of issues, including billing complaints, HVAC, home electrical issues, and construction of new homes.
- Assist all departments during system outages.

Applicants must:

- Be technically skilled and demonstrate integrity, sound judgement and strong interpersonal skills.
- Possess exceptional written and oral communication skills.
- Manage stressful situations effectively.
- Be able to follow specific instructions, manage special projects, and meet deadlines.
- Ensure sound engineering principles are employed in accordance with all applicable Cooperative standards and federal, state, and local codes – RUS, IEEE, ANSI, NEC, NESC, OSHA, etc.
- Have excellent computer skills, with a detailed knowledge of the Microsoft Office Suite.
- Become proficient with Microsoft Windmill, database management software and other industry related software.

Candidate must have a valid driver’s license and live in or be willing to relocate to the immediate Bedford area. Position requires occasional overnight travel for training and conferences. The Cooperative offers competitive wages and excellent working conditions.

Qualified applicants should submit a cover letter and resume to: [Specialist@bedfordrec.com](mailto:Specialist@bedfordrec.com).

Deadline for submission is September 30, 2023.