



Lincoln Electric Cooperative, Inc.

Position Title: General Manager	Supervised by: Board of Trustees
Date Adopted: September 20, 2010	Date Revised: October 2022

SUMMARY: The General Manager is responsible to the Board of Trustees for the day-to-day management, administration, operation, coordination and control of all essential functions of the Cooperative. Has full and complete functional authority to carry out the responsibilities assigned to this position making all decisions necessary within the limits of the Board policies, strategic plan and objectives. Has functional authority in all areas of assigned responsibility to take action and to implement changes provided the action does not deviate from established Board policies and objectives. This position will also manage LEC's subsidiary propane company, Rural Propane Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets a standard of conduct and professionalism that represents the Cooperative favorably with members, the community, and industry. Places special emphasis on a high degree of corporate, professional and individual ethics and integrity.
- Analyzes the cooperative and Rural Propane Service's financial condition.
- Provides for adequacy of the physical system.
- Develops and maintains a program designed to make the cooperative's service of maximum effectiveness.
- Selects and retains qualified personnel in accordance with the established organizational chart.
- Establishes controls for limiting operating cost by improving organizational processes for such items as wholesale power supply, inventories, insurance, taxes and depreciation.
- Establishes sound labor relations, wage policy and safety program.
- Personally, and readily communicates with members and resolves issues as needed.
- Informs the Board fully on all important aspects of the cooperative's management.
- Provides vision, advice and assistance to the Board of Trustees concerning industry trends, strategic planning, business objectives, and policy needs that will advance the Cooperative's mission and provide effective guidance for the operation of the utility.
- Works closely with power suppliers to project future power supply requirements of the cooperative to be assured of an adequate supply of power.
- Keeps fully informed and maintains a comprehensive knowledge of all industry issues, related current affairs, and legislative initiatives and proposals that have the potential to affect the Cooperative.
- Coordinates the work of all departments.
- Supervises and delegates responsibility to the department heads.
- Participates actively in organizations relating to the business and community.
- Establishes objectives and plans to address the professional development, education and training of employees
- Develops and maintains a program for putting cooperative principles and methods into practice by developing member information and educational activities and by building good community relations.

SUPERVISION; The General Manager will be under the direct supervision of the Board of Trustees. The nature of this position is such that he/she will be working primarily without direct supervision, and therefore will be expected to exercise knowledge and good judgment at all times.

QUALIFICATION REQUIREMENTS: 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.

1. EDUCATION and/or EXPERIENCE:

- A Bachelor's degree from an accredited college or university in business, engineering, accounting, or other related discipline is required. A portion of the experience requirement may be substituted for a portion of the education requirement.
- Ten years' experience in progressively responsible positions, with a minimum of five years supervisory experience at the senior management level.
- Background in electric cooperatives or the electric utility industry is desirable.
- Leadership with public, consumer, or community group(s) is also desirable.
- Understanding of the Board of Trustees/General Manager relationship; and the connection between the Cooperative and its members. Also, has a thorough understanding of all aspects of electric utility operations and finance.
- MIP graduate is preferred
- Experience in the propane industry preferred.

2. LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of peers, members, and the general public.

3. REASONING AND MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rates, ratios, and percentages and to draw and interpret graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

4. CERTIFICATES, LICENSES, REGISTRATIONS:

Must have or obtain a valid Montana driver's license.

5. TRAVEL: This position requires travel, which could be as much as 30%. Travel includes airline travel, traveling over long distances, some of which may involve one of more overnight stays out of town, both within or outside the state of Montana.

6. OTHER SKILLS and ABILITIES:

- Must possess established senior management expertise in the areas of organizational planning, personnel development and resource utilization.
- Must have ability to exercise supervisory and functional authority.
- Develop, generate, and maintain employee morale throughout the organization by appropriate delegation, recognition of accomplishment, coaching and counseling, employee development and advancement according to merit, ability and interest.
- Must have an understanding of electrical distribution system, and substation and transmission system design and operation.
- Must have knowledge of principles and practices of accounting and budgeting; computer literate with knowledge of data processing.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, business machines or controls; and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are usually no risks beyond those associated with normal office activities and no special precautions of any kind are required. The noise level in the work environment is usually quiet.

ACKNOWLEDGEMENT: Signatures below confirm that the employee, supervisor and General Manager have discussed the duties of the position and that a clear understanding of the duties exists for the employee.

Employee

Date

Board President

Date