



Southwest Tennessee Electric
MEMBERSHIP CORPORATION

Job Title:	Distribution Engineer	FLSA Status:	Non-Exempt/Hourly
Reports to:	System Engineer-Substation & Metering	Pay:	Negotiable
Training:	Provided	Travel Required:	Travel Required
Position Type:	Full-Time	Date Posted:	August 11, 2026
Location Type:	In-Office	Posting Expires:	August 25, 2026
Location:	STEMC – Brownsville, 1009 E. Main St., Brownsville, TN		
Applications Accepted By:			
EMAIL: To: atipton@stemc.com or sdinkins@stemc.com Subject: Distribution Engineer		ONLINE: www.stemc.com/careers	
Job Description			
POSITION SUMMARY Must execute assigned engineering and project management tasks as delegated by the System Engineer within fiscal constraints and timelines specified. This team member's responsibilities will primarily focus on maintenance and improvements of substations, metering, and other associated equipment. Teamwork is essential as responsibilities will require coordinating with several departments. PRIMARY DUTIES/RESPONSIBILITIES: 1. Substations and Metering a. Creates/modifies schematics, wiring diagrams, etc. necessary to complete substation maintenance and improvements. b. Assists Substation/Metering Department with the installation and commissioning of distribution and substation equipment including protective relays and controls. c. Provides technical assistance to the Substation/Metering Department with equipment maintenance and troubleshooting. d. Programs and commissions distribution protection relays, equipment, and controls (specifically those used in breakers, reclosers, regulators, capacitor banks, etc.) e. Programs and commission communication processors and SCADA. f. Maintains a working knowledge of all instrument-rated meter installations. g. Support Advanced Metering Infrastructure (AMI) and related communication systems.			

2. Distribution

- a. Create, stake, and manage work orders to completion.
- b. Assist in development and design of subdivisions, state projects, and line extensions.
- c. Work with GIS Coordinator to ensure documentation and system maps are kept accurate.

3. Work Plans

- a. Carries out projects assigned by the System Engineer that support the Cooperative's capital work plan.
- b. Obtains information for and participates in determining priorities for the development of short-term work plans.
- c. Recommends departmental requirements in terms of equipment and facilities and submits recommendations to the System Engineer.

4. Project Management

- a. Manages projects and provides routine feedback regarding project milestones.
- b. Procures materials, including evaluation and selection, to meet project requirements most efficiently.
- c. Tracks costs and keeps records of expenses and submits invoices for payment.
- d. Works with consultants and/or Cooperative personnel to obtain design and specifications for project construction and evaluates bids, if required.
- e. Works with outside personnel or Cooperative personnel to test functionality and suitability of completed project.
- f. Participates in the development of planned maintenance for the Cooperative. Develops switching orders as needed to provide appropriate clearance for contractors and Cooperative employees.

OTHER DUTIES/RESPONSIBILITIES:

5. System Modeling

- a. Prepare and maintain the power system model.
- b. Evaluate the feasibility of proposed large loads added to the power system.
- c. Perform system balancing and reconfigurations.
- d. Continually analyzes and provides recommendations for Cooperative's power system coordination scheme.

6. Operational Responsibilities

- a. Maintain a good working relationship with crews and assist as needed during construction.

WORKING RELATIONSHIPS:

INTERNAL

- 1. System Engineer – To Confer and consult with on matters regarding the Engineering Department, Work Plan projects, and power system maintenance and improvements.
- 2. Substation/Metering Foreman – To consult with and assist regarding substation, recloser, regulator, and capacitor bank installation and maintenance.
- 3. Substation and Metering Technicians – Assist regarding substation, recloser, regulator, and capacitor bank installation, maintenance, and troubleshooting.
- 4. AMI Administrator – Assist and consult on matter regarding metering system communications.
- 5. Vice President of Engineering – To consult and assist as needed.

EXTERNAL

1. Members and General Public – To promote good relations through an informed, cooperative approach with the membership and the general public.
2. Professional/Trade Organizations – To participate in professional and trade organizations and attend conferences, seminars, and meetings to remain informed regarding current industrial and technical developments.
3. Electrical Suppliers and Manufacturers – To consult and confer with regarding supplies and equipment purchases current prices and new product design, application, and performance.
4. Engineering Consultants – To consult and coordinate with regarding system studies, work order inspections and other pertinent matters.
5. Municipal, County and State Highway Officials – To cooperate and coordinate regarding relocation of Southwest lines.
6. Telephone and Cable TV Company Offices – To cooperate and coordinate with regarding pole attachment activities.
7. Electrical Construction Contractors – To consult with regarding technical matters.
8. Municipal, County and Community Public Officials – To consult regarding local codes, development and street lighting systems.
9. TVA – To keep informed regarding current specifications, requirements, and regulations; to inform as necessary regarding pertinent Southwest plant and activities.
10. TVPPA, TECA, NRECA – To serve on various committees and to participate in course, seminars, and meetings to improve skills.

SOFTWARE USED:

Microsoft Office Products, Milsoft Engineering Analysis Products, AutoCAD, Survalent, SEL AcSElerator Quickset, and various types of coordination and relaying software.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Engineering from an ABET accredited four-year college or university
- FE/EIT certificate within first year
- Analytical and project management skills
- Strong written and oral communication, interpersonal, and team skills
- Ability to work independently on multiple projects in a timely manner
- Ability to work collaboratively with individuals at all levels in the organization in a team environment
- Ability to use Microsoft office products
- Have and maintain a valid driver's license

PREFERRED QUALIFICATIONS:

- Professional Engineer license in the State of Tennessee
- Three (3) or more years of experience in electrical engineering, preferably with an electric utility
- Experience in substation design, specifically in protection and controls with digital relays
- A working knowledge of distribution systems and their analysis
- Experience with AutoCAD
- Experience with GPS and other surveying equipment

PHYSICAL DEMANDS: *REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL DUTIES.*

Must be in good health and good physical condition.

WORKING CONDITIONS

Primarily indoors in heated/air-conditioned office. Moderate amount of outdoor work, with relief from extreme weather conditions available. Normal 5-day, 40-hour work schedule.

This position description is not intended to be all-inclusive. An employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

STEMC reserves the right to revise or change the description and specifications as the need arises. This position description does not constitute a written or implied contract of employment.

Effective Date	08/11/2026
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