

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION:	Energy Resources Intern
DEPARTMENT:	Energy Resources
REPORTS TO:	Energy Resources Director
CLASSIFICATION:	Temporary Internship (Hourly, Non-exempt)

POSITION SUMMARY

The intern will assist in maintaining and validating the Association's Energy Resources program systems and performance, as well as updating and verifying the Association's databases for Energy Resource systems and programs.

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Conduct data compilation and analysis in various Energy Resource systems and programs as directed.
- Assist Energy Resources staff in preparing, verifying, and maintaining the Association's Energy Resources databases and programs.
- Assist in conducting measurements and verification on Energy Resources programs.
- Assist with electric data analysis for loads and update tools to conduct analysis.
- Assist in various program designs, equipment testing and reporting documentation as directed.

STANDARDS OF EXCELLENCE

These duties reflect the cooperative's mission and purpose, and they are required of all employees:

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storms or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: High school diploma or equivalent and one or two years' completion toward a Bachelor's or Associate Degree in a business, technology or engineering related field such as Statistics, Economics, Finance, Computer Science, or similar discipline is required.



We are an Equal Opportunity Employer

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Experience needed: Prior experience with data analytics, Excel, SQL, PowerBI, AI and reporting is preferred.

Knowledge, skill and abilities needed:

- Effective organization, oral and written communications skills.
- Competency in data mining, spreadsheets, and other data software analysis; statistical analysis and financial evaluation experience preferred.
- Ability to query data and create reports and dashboards.
- Prior utilization of SQL, PowerBI, Machine Learning, MS Excel, AI and other programming languages.
- Expertise in problem-solving and analytical skills, particularly in cross functional teams.
- Ability to stay abreast of changes in technology, manage changing priorities, and maintain confidentiality.
- Must have sufficient mathematics and algebra training.

Driving: Must possess a valid Colorado Driver's License.

Mental Demands: This intern must be able to work well with other Association employees. Needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and be detail oriented. Must be able to learn new procedures and equipment and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: Must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

MATERIALS AND EQUIPMENT USED

Data analysis tools, software for reporting, SQL, Power BI, Microsoft Office Word, Excel and Power Point. General office equipment such as personal computers, telephones, scanners, etc.

WORKING CONDITIONS

The work environment is a comfortable office environment. There is adequate lighting, heating, cooling etc. The noise level is estimated to be 50-90 decibels. Intern may occasionally spend short periods in the field, in all weather conditions.

COMPENSATION

The starting hourly pay rate for this position is \$20.00 (DOQ)

Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.