

# CO-OP CAREER EXPLORATION

**EXPERIENCE CO-OP CAREERS THIS JUNE!**

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## 2021 Application

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### *Eligibility Requirement:*

Students must be entering their Junior or Senior Year of high school in the Fall of 2021.

### *Application Checklist:*

- ☐ Completed Cover Letter (one page)
- ☐ Completed Resume (one page)
- ☐ Completed Application

*Please view our example cover letter and  
resume on our website for assistance!*

*[pcremc.com/youth](http://pcremc.com/youth)*

**Application Deadline: April 23, 2021**

**Please submit all documents to Parke County REMC**

*By mail or drop off:*  
Parke County REMC  
Attn: Madison Cooper  
119 W. High St.  
Rockville, IN 47872

*By email:*  
[mcooper@pcremc.com](mailto:mcooper@pcremc.com)

**We will contact you via email once your application is received.**

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# CO-OP CAREER EXPLORATION

## Job Overview

**CEO:** Chadd Jenkins has the pleasure of providing servant leadership to 36 REMC employees and 13 PPS employees, serving our membership in Parke, Putnam, Montgomery, Clay, Fountain, and Vigo Counties. Discover what it is like to serve nearly 12,500 members with one mission and vision. What does it take to power the company behind the switch that you turn on every day? Come and find out!

**Linemen:** Take a ride with Mike Jeffries (Operations Manager) or Tophel Secuskie (Line Superintendent) to see our linemen at work! Our linemen are on call 24 hours, 7 days a week for our membership and ready to respond in the event of an outage. Take a tour of our service territory to see our crews working to replace lines, make repairs, hang transformers, set poles, and more to ensure your electricity comes on at the flip of a switch—rain or shine!

**Metering Department:** Spend the day with Cole Mathas and Gene Ensor to learn the ins and outs of our new metering system! Beginning in 2019, we began replacing nearly 12,500 meters. At a glance, our meter technicians work daily to replace meters, install communication equipment, assist with disconnects and reconnects, and perform routine testing for three phase services and equipment.

**Inventory Control:** Tracy Insley is our current Warehouse Supervisor! He ensures we have enough supplies on hand to respond to outages and make necessary repairs and upgrades. We have an entire garage and pole yard where he must organize, restock, and control inventory.

**Operations Coordinator:** Visit with Sharon Bodine to learn how outages are communicated between the office and the linemen working in the field! Sharon is also responsible for dispatching the linemen to outages; daily radio; monitoring SCADA (System Control and Data Acquisition) and setting hot line tags for the linemen as needed; entering and processing work orders on a daily basis; scheduling temporary disconnects and reconnects; billing for scheduled jobs and various accidents, helping with inventory control, and assisting the line supervisor and operations manager when needed!

**Engineering:** Adam Younce, Electrical Engineer, spends most of the day looking over data on various software including excel, YUKON (metering software), and Windmil (an engineering modeling software). He also uses SCADA (System Control and Data Acquisition) to monitor and control equipment at all 12 of Parke County REMC's substations. Most of Adam's daily tasks depend on the day and which department needs his help. This could be the line department wanting a control programed or assisting the staking coordinator with a new three phase line!

**GIS/Mapping:** Spend the day with Dane, our GIS (Geographic Information System) Administrator! Dane is responsible for updating and maintaining our GIS. Parke County REMC's GIS is a map that contains GPS points of our assets, information about those assets, and also other importation geological landmarks like roads and rivers. Dane also maintains our Outage Management System; this system tracks and predicts where outages occur. Most of Dane's daily work is adding new work orders into the GIS and making sure all systems are functional.

**Staking:** Visit with Matt Cosby, our Staking Coordinator, as he communicates with members and other REMC employees to ensure members are provided with reliable electric service. Building a new home? Need to upgrade electric service? Bought a property that hasn't had active service in years and not sure what to do? Matt Cosby is here to help! Matt provides members with reliable and timely electrical service consistent with safe design, construction, and maintenance practices.

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**Energy Auditor:** Spend the day with Jeremy to learn all about energy efficiency and what he does to help our members achieve sustainability! At a glance, Jeremy goes to members' homes and businesses to complete a full energy inspection to provide solutions to correct high usage, maximize rebates and is responsible for our grid peak program called Powershift! He is all about saving energy and money to benefit our membership!

**Finance & Accounting:** Betty Winters, Manager of Finance and Administration, manages all aspects of the finance, accounting, and administrative areas of the cooperative and participates in the required management duties of the cooperative. Responsible for accounting, budgeting, cash flow analysis, financial forecasting, financial and tax reporting, as well as keeping abreast of any accounting software upgrades/changes affecting processes in this area.

Jayanna Grubb, Accounting Associate, is responsible for coding and processing accounts payable invoices received from vendors for both REMC & PPS, as well as printing and mailing out checks each week to these vendors. She figures and inputs journal entries and closes books each month, along with preparing some of the monthly and annual tax forms required. Jayanna also assists the Manager of Finance and Administration with any other accounting tasks required and provides backup to the Human Resources Specialist when needed.

**Human Resources:** Visit with Chelsea Goodwin, our Human Resources Specialist! Chelsea is responsible for maintaining and processing all payroll procedures, administering benefits and policies, assisting with the hiring process, maintaining confidentiality of all company and personnel information, and balancing bank records. Chelsea is also our go-to person with any insurance or benefit questions!

**Marketing & Communications:** Madison Cooper, Marketing and Communication Specialist, is excited to meet with you! Madison is responsible for creating various communication resources for our members, keeping our social media accounts and website up to date, responding to member comments and messages, planning our annual meeting, organizing youth programs and special events, promoting energy efficiency and current rebates, and working closely with all office staff to complete additional tasks when necessary.

**Information Technology:** Interested in Information Technology and Cybersecurity? Visit with Zack McCain the System Administrator, whose daily tasks consist of managing virtual servers, monitoring internal and external networks, implementing software, managing the Technology Budget, and staying informed about the most recent Cybersecurity information.

**Member Services & Billing:** Visit with several of our employees to learn how everyone works together in the front office to ensure we provide exemplary service to our member owners! Sit with Anna and Amanda as they greet and assist members coming into the lobby to make payments, create service orders to transfer/disconnect/reconnect power, create new member accounts, direct phone calls, report outages, and complete many behind-the-scenes duties. Courtney completes the billing for all of our members! She is responsible for balancing daily billing reports, pulling reads, billing accounts, scheduling draft payment, and processing meter changes. Visit with Amy, Senior Account Specialist/Supervisor, to learn about some of her main duties. Amy supervises the front office and her main areas of focus include connects/disconnects/transfers, non-payment disconnects, and payment arrangements!

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## 2021 Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Street

City

State/Zip

Phone Number (1): \_\_\_\_\_

Phone Number (2): \_\_\_\_\_

Email: \_\_\_\_\_

High School: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Are your parents/guardians members of Parke County REMC? ☐ Yes ☐ No

*(this is not a requirement)*

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Please view the list of job shadowing choices below and list your top 6 choices in order from most interested to least interested. Students may be able to shadow all 6 positions if time allows. *Job descriptions can be found on pages 2-3 of this application.*

**Job Shadowing Choices:**

CEO

Linemen

Metering Department

Inventory Control

Operations Coordinator

Engineering

GIS/Mapping

Staking

Energy Auditor

Finance & Accounting

Human Resources

Marketing & Communications

Information Technology

Member Services & Billing

Top 6 choices, listed from most interested to least interested:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

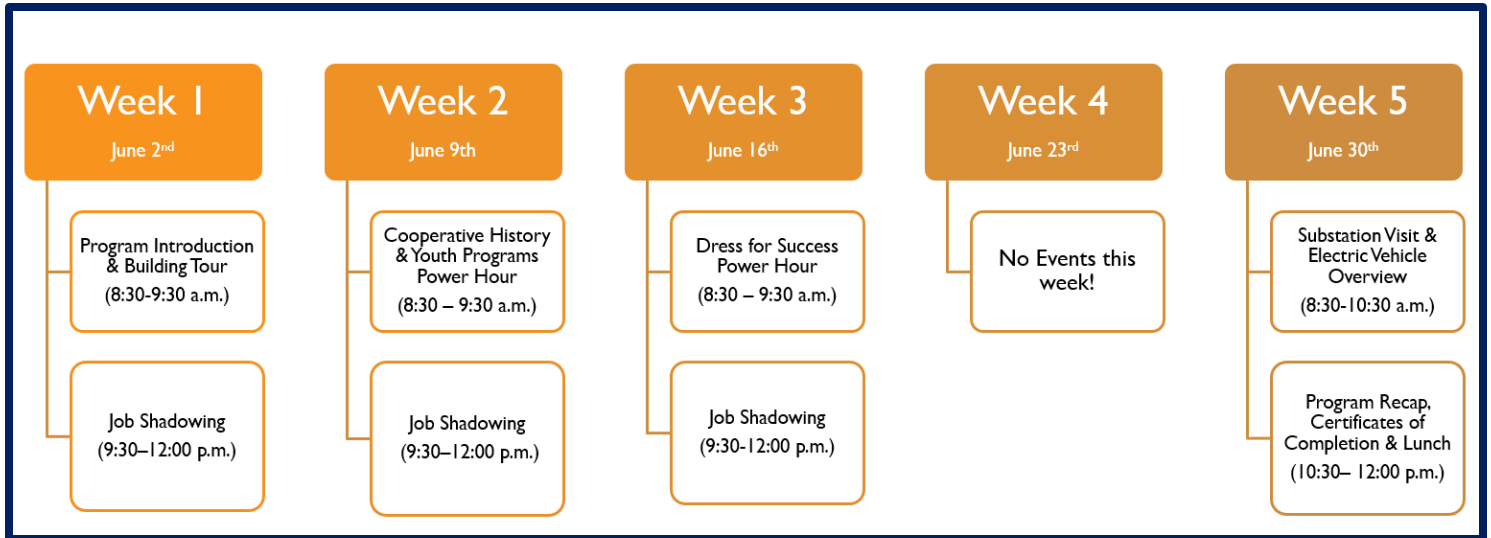
6. \_\_\_\_\_

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Please view the schedule below for a better understanding of how this program will be organized. For questions, please contact Madison Cooper at 765-569-3133 ext. 1634 or

[mcooper@pcremc.com](mailto:mcooper@pcremc.com)



Are you able to attend all 4 sessions? ☐ YES ☐ NO

Which session(s) are you unable to attend:

☐ June 2<sup>nd</sup>

☐ June 9<sup>th</sup>

☐ June 16<sup>th</sup>

☐ June 30<sup>th</sup>

Additional Comments: