



Berkeley Electric Careers

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The spirit of cooperation

That's what defines the day-to-day at Berkeley Electric Cooperative. Employees embrace teamwork as they provide the best possible service to the co-op's member-owners and the community.

People who come to work at the co-op stay here. Berkeley Electric has a range of job opportunities, from entry-level to specialized. Start your career right out of high school as a cashier or apprentice lineworker and work your way up through the ranks. If you want to further your education, BEC will pick up the tab for college with our tuition reimbursement program.

Nearly everything we do requires electricity. Because our need for

energy is constantly growing, there are many great career opportunities at the cooperative — and right in your backyard.

A few perks of working at Berkeley Electric:

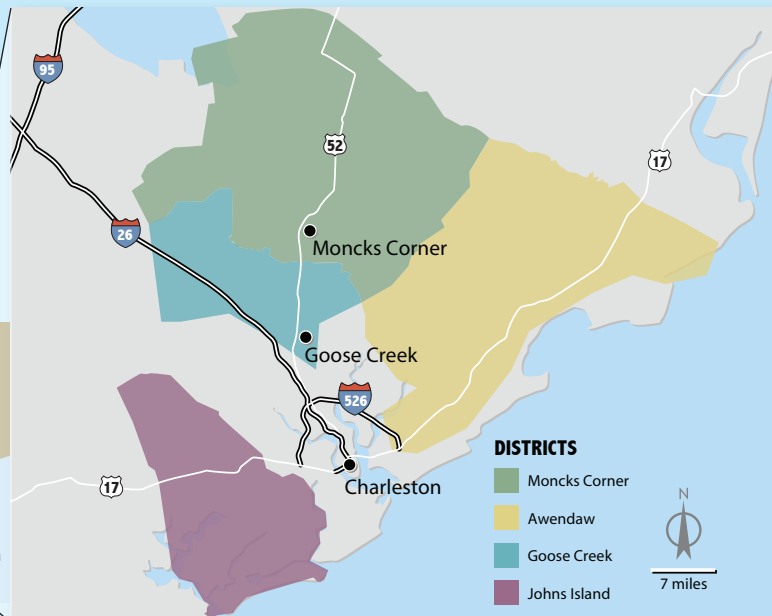
- College tuition reimbursement
- Fully funded pension and 401K match
- Paid time off (sick, vacation, wellness days)
- Health, vision, and dental insurance and health savings account
- Employee appreciation activities
- Community service opportunities

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SERVICE TERRITORY

The largest co-op in S.C., Berkeley Electric serves a diverse geography in the Lowcountry — rural towns, island communities, a national forest, and the greater Charleston area.



MISSION

Berkeley Electric Cooperative is committed to providing safe, reliable, and affordable energy, while enhancing the lives of those we serve.

VALUES

*Service
Teamwork
Honesty
Dependability*

Finance/Accounting

The Finance Department manages the financial well-being of the cooperative. We provide complete and accurate financial records and reports in accordance with established accounting policies and procedures. Employees manage budgets, which means they plan how much money the cooperative will spend and how much it will earn for specific time periods. We analyze financial data and market trends to provide insights and recommendations for decision-making.

Career opportunities

- Accountant
- Payroll Administrator
- Purchasing Agent
- Work Orders/Plant Accounting

Preferred qualifications

- Education requirements vary with position, up to a bachelor's degree and CPA certification
- General Accepted Accounting Principles (GAAP) knowledge
- Software including Microsoft Excel
- Attention to detail
- Analytical skills



Public Relations

Public Relations (PR) professionals manage how the cooperative communicates with the public and its member-owners. That's providing information to people outside of the co-op, as well as employees.

The Public Relations team educates members and encourages them to get involved with co-op activities. We also strive to understand the needs in the community and how the cooperative might help. PR professionals organize and participate in events, prepare marketing materials for mass media, and develop content and information for social media. This outreach can include educational programs about saving energy or tips for using electricity safely.



- Communications and Media Specialist
- Digital Media Specialist
- Government Relations/Lobbyist

Preferred qualifications

- Bachelor's degree
- Communicate complex information so it's easily understood
- Outgoing personality
- Creative
- Ability to speak Spanish a plus

Career opportunities

- Public Relations Specialist



Operations Center

The cooperative's system operators perform a critical role in ensuring the reliable delivery of electricity to members while responding to emergencies, outages, and maintenance needs. We monitor the status of the electric distribution system and communicate information to and guide crews responding in the field. During outages, system operators work with crews to diagnose and repair equipment. We provide guidance and support to ensure repairs are completed efficiently and safely.

Career opportunities

- System Operator



Preferred qualifications

- High school diploma or equivalent
- Dispatch, computer, and electrical training
- Ability to read and follow maps
- Good communication skills

Energy Services and Key Accounts

Energy advisers visit homes and businesses to help them determine if they are using more electricity than they should. We study the way heating, cooling, lighting, and more operate within a house or business and recommend ways to use energy more efficiently. The cooperative's advisers conduct tests using blower doors and thermal infrared cameras to detect air leaks.

A key accounts manager works with the cooperative's largest energy users to make sure we are meeting their energy needs and help communicate information during outages.

Career opportunities

- Energy Specialist
- Energy Services Technician
- Key Accounts Manager



Preferred qualifications

- High school diploma or equivalent for technician
- Associate degree or higher in business, building science or construction for specialist
- HVAC and electronics training
- Certifications offered by The Building Performance Institute and the Residential Energy Services Network
- Good communicator, written and verbal



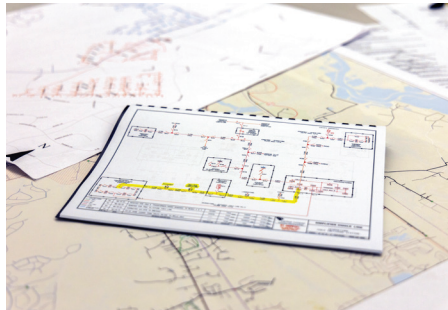


Engineering

The Engineering Department designs, builds, and repairs the electrical distribution system and the equipment needed to power members' homes and businesses. Engineers study how reliable the system is, including investigating power outages and power-quality concerns. They perform switching power flow between circuits and substations, determine the appropriate size of transformers for performance needs, and more. GIS/mapping technicians record system data, while metering employees install, maintain, and test automated metering infrastructure (AMI).

Career opportunities

- System Engineer
- Distribution Designer, Auditor, ROW Agent
- Substation Construction and Maintenance
- GIS Analyst, Technician



- System Metering and AMI
- Relays and Controls
- Inspection Programs

Preferred qualifications

- Education requirements vary with position
- Engineer jobs require a bachelor's degree and preferred certification as a Professional Engineer
- Computer knowledge, including GIS or AutoCad
- Read, interpret, and follow maps
- Math and problem-solving skills

Fleet Maintenance/Facilities

Employees who work at the cooperative's garage are responsible for taking care of all the vehicles that co-op employees use. These vehicles can include bucket trucks, construction equipment, such as backhoes and diggers, and passenger vehicles such as cars and SUVs. Fleet maintenance employees make sure the cooperative's vehicles are safe to operate and always ready to go.

Employees who work in the Facilities Department maintain the buildings and outdoor areas where the company operates. Our job is important for keeping everything clean, secure, and organized so both employees and visitors feel comfortable and safe.

Career opportunities

- Facilities and Grounds Technician, Supervisor
- Fleet Technician
- Fleet Supervisor Manager
- Loss Prevention Specialist
- Administrative Assistant

Preferred qualifications

- High school diploma or equivalent
- Knowledge of skilled trades such as vehicle maintenance, construction, plumbing, etc.
- Communication skills





Lineworker

Probably the most iconic employee at the cooperative, lineworkers build and repair the electric distribution system so electricity is delivered safely to our homes and businesses. When there's a storm or a break in the lines, lineworkers quickly respond to restore power.

We build new power lines (both above the ground on poles and in the ground) and set transformers. Lineworkers regularly check lines and equipment to prevent issues. When necessary, we climb tall power poles to install or repair power lines using safety gear. Lineworkers often work in teams and follow strict safety protocols because they deal with high-voltage electricity.

Career opportunities

- Groundman
- Apprentice Lineworker
- Journeyman Lineworker
- Foreman
- Operations Superintendent



Preferred qualifications

- High school diploma or equivalent
- Successful completion of on-the-job training
- Manual labor outdoors, often from elevated heights
- Math and science skills
- Must be able to lift 100 pounds
- Work with tools and heavy machinery
- Team environment on a crew
- Safe work practices

Climb to new heights

Berkeley Electric Cooperative, in partnership with Trident Technical College, developed the Electrical Line Worker (ELW) program to train the next generation of lineworkers. Combining classroom instruction and practical experience, this 14-week certificate program allows you to learn valuable job skills while working toward advanced certification, an associate degree, and an exciting, high-paying career.

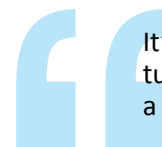
Scholarships available

Berkeley Electric offers tuition assistance, as well as the opportunity to work with a crew for interns each spring and fall semester. To learn when the scholarship application opens, sign up for Job Alerts on the Careers page at BerkeleyElectric.coop

Military veterans' GI Bill benefits can be applied to this program.

Sign up today

Enroll in the ELW certificate program at Trident Technical College for fall or spring semester.



It's a great feeling when you turn someone's lights on after a major storm."

— Journeyman Mike Pinckney





Human Resources/ Training & Safety

Human Resources (HR) professionals help create a safe, positive workplace culture so the cooperative can operate smoothly.

A key responsibility of an HR professional is to help with hiring new employees. We assist finding the right candidates for various jobs within the company, conducting interviews, and helping to choose the best fit for each role. Once someone is hired, HR employees are responsible for training employees, making sure employees understand the company's policies, including safety rules.

HR also manages employee benefits, which include things like health insurance or paid time off. If there are any issues between employees or other concerns, HR helps resolve them.

Career opportunities

- Benefits Specialist
- Human Resources Specialist
- Human Resources Compliance Specialist
- Safety and Technical Training Specialist
- Director of Organizational Development
- Manager of Cooperative Training
- Training and Project Management Specialist

Preferred qualifications

- Associate degree, bachelor's degree, or related experience
- HR certifications vary with job
- Strong communication skills, including project management and ability to explain complex processes
- Computer and presentation skills, including Microsoft Office
- Detail-oriented and organized
- Confidentiality and mediation

Information Technology (IT)

Information Technology (IT) professionals work behind-the-scenes to manage the cooperative's computer systems, software, and networks to ensure electricity is delivered safely and efficiently to homes and businesses. Some key functions:

Network Management: We set up and maintain the networks and software that help the cooperative communicate and manage equipment. If something goes wrong with the computer systems or software, employees investigate the issue and find solutions quickly to minimize downtime.

Data Management: We help store and organize data about electricity usage, maintenance schedules, and account information securely.

Cybersecurity: Protecting the company's data from hackers is a big part of our job. We implement security measures to keep sensitive information safe and train employees how to prevent hackers from getting into the system.

Career opportunities

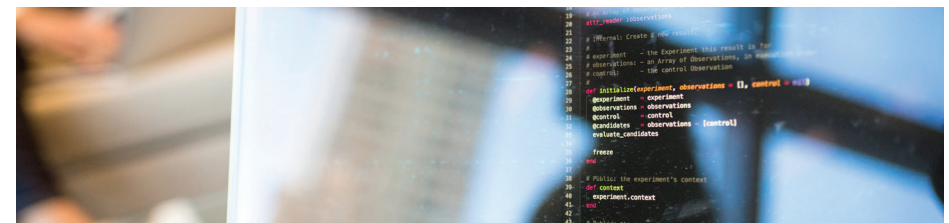
- Cybersecurity Administrator
- Application Support Specialist



- Manager of Application Support
- Manager of Software Development
- Systems Administrator
- Information Technology Technician

Preferred qualifications

- Education varies with position, up to bachelor's degree and/or industry certifications
- Computer skills, including software and hardware knowledge
- Knowledge of IT systems, including computers, servers, operating systems, smart devices
- Communication skills, verbal and written
- Project management and problem-solving





Member Services

Employees in the Member Services Department help consumers with their questions and problems related to electricity. We help our member-owners understand their electricity bills, energy-saving tips, payment plans, and services offered by the cooperative. If someone has a power outage or a problem with their service, we listen carefully to understand their concerns and work to help resolve the issue. We also assist new members in setting up their electricity service or help existing members make changes, such as moving or upgrading their service.

Career opportunities

- Member Services Specialist
- Member Services Technician
- Member Services Manager



Preferred qualifications

- High school diploma or equivalent
- Communication skills, written and verbal
- Computer skills
- Accuracy and detail-oriented

Berkeley Propane

Employees at Berkeley Propane* work to ensure propane is delivered safely and efficiently to homes and businesses. Sales Representatives help customers over the phone, online, or in person with questions about propane service, billing, and scheduling deliveries. We're the friendly faces who provide support.

Delivery Service Technicians deliver propane to customers and check the tanks to make sure they're filled safely and efficiently. Technicians install and maintain propane tanks, appliances, and equipment. We make sure everything works properly and safely. We might also repair equipment if something goes wrong.

Career opportunities

- Sales Representative
- Delivery Service Technician



Preferred qualifications

- High school diploma or equivalent
- Communication skills, written and verbal
- Computer skills
- Commercial Driver's License (CDL) required for Delivery Service Technicians
- Manual labor outdoors for Delivery Service Technicians



**Berkeley Propane is a for-profit subsidiary of Berkeley Electric Cooperative. Benefits package may vary.*

Vegetation Operations

Employees in Vegetation Operations manage the cooperative's rights-of-way, which is the land next to power lines and electrical equipment. Employees inspect the right-of-way areas to make sure there is nothing that could pose a risk to the power lines and that the paths leading to power lines are accessible for repair and maintenance crews. We trim or remove trees, bushes, and other plants that might grow too close to power lines. This maintenance helps prevent power outages caused by fallen branches or trees during storms. Sometimes, wildlife can interfere with power lines, so these employees look for signs of animals that could be a problem and take steps to manage those situations safely.



Preferred qualifications

- Varies with position, up to a bachelor's degree
- Industry certifications and licenses depending on job
- Manual labor outdoors, including from elevated heights
- Commercial Driver's License (CDL)
- Ability to operate equipment, including machinery
- Tree and vegetation science
- Problem-solving and communication skills
- Ability to read maps

Career opportunities

- Line Clearance Arborist
- Line Clearance Foreman
- Line Clearance Superintendent
- Utility Forester



Warehousing

Warehouse employees ensure lineworkers and other employees have the supplies they need to maintain the electric distribution system safely and efficiently. When new supplies, equipment, or tools arrive at the warehouse, we check them to make sure everything is in good condition and matches the orders.

Employees sort and organize all the materials in the warehouse, such as cables, transformers, and protective gear so it's easy to find what's needed quickly. Warehouse employees keep records of what's in stock, how much is available, and when new items need to be ordered. We use computers to track inventory. When a line crew needs specific materials for a job, warehouse employees gather those items and prepare them for delivery to the job site.



Career opportunities

- Materials Management Specialist
- Materials Manager
- Manager of Warehousing and Inventory

Preferred qualifications

- High school diploma or equivalent
- Heavy and light machine equipment, including forklift
- Computer skills, including Microsoft Office
- Must be able to lift 100 pounds



Programs for high schoolers

Sophomores: Cooperative Youth Summit*

Each July, students hit the road for an all-expenses-paid trip to Columbia, S.C. They tour the Statehouse, enhance their leadership skills, engage in team-building exercises, learn about electric cooperatives and how state government works, and meet other cooperative students from across the state. Plus, you will get to visit local attractions!

Along with the Electric Cooperatives of South Carolina, Berkeley Electric created the Cooperative Youth Summit in 2017. This trip is a four-day, three-night event in our capital city.

**Application period is January through early February each year. The student's parent/guardian must be a member of Berkeley Electric.*

Seniors: Trust Scholarship

The Trust Board funds ten \$2,500 scholarships each year to graduating high school seniors in Berkeley Electric's service territory. Applicants must have a minimum GPA of 2.5 and a family annual income less than \$75,000. Scholarship funds will be paid directly to the college or technical/trade school. Applications are accepted January-March each year, with the scholarships awarded in May.



Juniors: Washington Youth Tour*

More than 1,500 students from across America take part in the Youth Tour experience each year in June, and so can you! Travel for free to Washington, D.C., where you will meet your U.S. representatives and senators. Watch history come alive as you explore the museums, memorials, and monuments with students from your state!

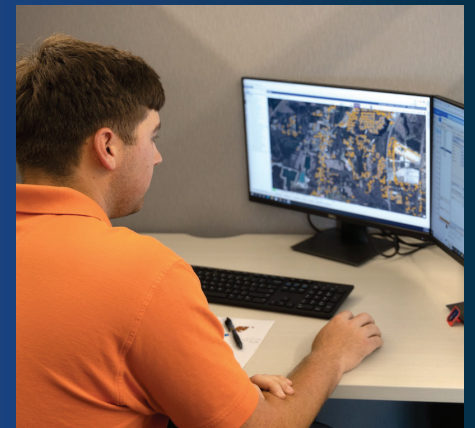
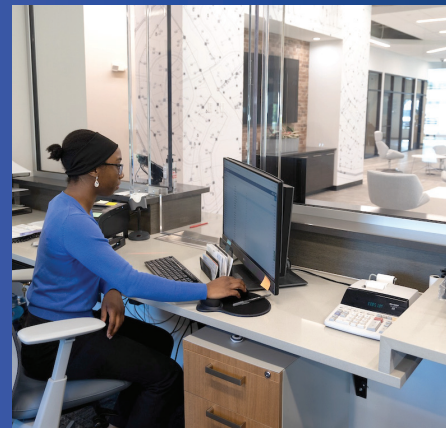
You will meet student leaders from nearly every state and hear dynamic leaders on Youth Day. Bottom line, you will make friendships that will last a lifetime and be part of a group that has 100,000 alumni in every walk of life, including U.S. senators and CEOs.

College internships



Spend the summer at Berkeley Electric! Explore your interests and discover potential career paths for the future. Applicants must be a graduating high school senior or enrolled in college and available for work from May through August.

Opportunities include accounting/finance, cashiering, engineering, human resources, GIS/mapping and more! Internships may involve hands-on projects, teamwork, and shadowing professionals to see what they do daily. These experiences look great on your resume!





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job alerts!**

www.BerkeleyElectric.Coop

*Berkeley Electric
Cooperative is an
equal opportunity
provider and
employer.*