



UNION JOB DESCRIPTION
TITLE: ENERGY CONTROL GENERAL FOREMAN

DEFINITION:

Works with the operation of the District's transmission and distribution system ensuring delivery of continuous, reliable, efficient and safe electric power to all District customers in coordination with other Northwest utilities. Ensures operations meet NERC and WECC reliability standards. Directs the work of the System Operators, Outage Coordinators, and System Operator Apprentices. The Energy Control General Foreman reports directly to the Energy Control Superintendent.

DISTINGUISHING CHARACTERISTICS:

The Energy Control General Foreman classification is distinguished from the System Operator classification by the increased responsibility for supervising, training and evaluating employees and ensuring safety rules and regulations are followed. The Energy Control General Foreman is required to maintain NERC Transmission Operator Certification for continued employment as an Energy Control General Foreman.

While the Energy Control General Foreman may be used as a shift System Operator for storms and in adverse conditions, the intent is to use shift System Operators in and for normal conditions. The Energy Control General Foreman may cover for the shift System Operators for short periods based on the Foreman's assessment of the workload demands. The standard workweek is Monday through Friday, eight (8) hours per day within core hours between 6:00 AM and 6:00 PM. This position will have scheduled District holidays off and receive eight (8) hours holiday pay as outlined in the Collective Bargaining Agreement.

The Energy Control General Foreman position shall be filled through a joint collaborative interview process. The interview team will be comprised of an equal number of management and Union members. Union members for the interview team will be by selection of the IBEW.

BASIC RESPONSIBILITIES:

1. Responsible for the real-time management of the reliability activities of the transmission operator and meeting applicable NERC standards; WECC Standard and Operating Reliability Criteria.
2. Monitors and operates computerized systems (including trouble calls) for transmission, substation and distribution systems and initiates appropriate response to ensure reliable, efficient, and safe operation.
3. A minimum of eight (8) hours per calendar quarter will be required on the Operator Desk to maintain System Operator II operations proficiency.
4. Reviews switching orders to monitor outage data quality.
5. Issues switching orders to clear lines or equipment for maintenance or repair. Upon completion of work, restores service. Maintains records of all clearances issued.
6. Works with management to coordinate personnel (System Operators, Outage Coordinators, Outside Service Linemen, Line crews, Substation crews etc.) in switching activities, isolating system problems, repair and restoring service.
7. Participates in and conducts training and evaluations for the System Operators Outage Coordinators and System Operator Apprentices.
8. Works with the Energy Control Superintendent to establish and maintain employee work conduct in accordance with District's Directives, Accident Prevention Manual, Safe Clearance Procedures, and the Collective Bargaining Agreement.
9. Follows and ensures application of and compliance with related safety rules.

10. Maintains thorough understanding of and acts as key contact for the District's Outage Management (OMS) and Distribution Management Systems (DMS).
11. Manages the Energy Control Center mimic-board, process maps and work sketches.

OTHER RESPONSIBILITIES:

1. Performs other similar/related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Electrical theory: AC & DC Basic Electricity.
- Control, switching and issue clearance policies and procedures for District's power system, or similar system.
- Generating plant characteristics and power interchange contracts.
- District and State safety rules and regulations.
- Telemetry, line construction, substation equipment, supervisory control, and relay systems.
- Computer systems including SCADA, OMS, DMS and PC applications.
- Line load capability.
- WECC and other Northwest Utility operation guidelines.
- NERC certification and NERC guidelines.

Ability to:

- Analyze and resolve problems.
- Interpret and apply related complex procedures and methods.
- Coordinate power dispatching activities, power exchanges and system switching activities.
- Objectively evaluate emergency outages.
- Communicate and work effectively with all levels of the organization, other utilities and customers.
- Handle work under varying and emergency situation.
- Supervise and use independent judgement.
- Interact with customers, government officials, and District employees.
- Train and evaluate employees.
- Direct and coach the work of others.

Education/Experience:

- A minimum of five (5) years Energy Control System Operator experience at an electric utility, including three (3) years' experience at the District as a System Operator 2.

License or Certification:

- Valid Washington State Driver License.
- CPR and First Aid Card (within six months of hire).
- NERC Transmission Operator Certification.
- Pass a joint collaborative interview process.

PREFERRED QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

- Duties are performed primarily in an office environment and some driving to the job site is required.
- Incumbents may work rotating shifts including weekends, nights, and holidays.
- Incumbents perform repetitive movements from use of a computer and mouse.
- Frequent phone contact with various agencies, customers and employees.
- Travel to business meetings and training may be required.
- May work up to 40 continuous hours as conditions dictate.
- Subject to 24-hour call-out.