



UNION JOB DESCRIPTION

TITLE: Outage Coordinator

DEFINITION:

Works with the operation of the District's transmission and distribution system ensuring delivery of continuous, reliable, efficient, and safe electrical power to all District customers in coordination with other Northwest Utilities. Ensures operations meet NERC and WECC reliability standards. Reports to and receives direction from the Energy Control Superintendent and Energy Control General Foreman.

DISTINGUISHING CHARACTERISTICS:

The Outage Coordinator classification is distinguished from the System Operator and System Operator Apprentice classifications by the increased technical knowledge and skills required to perform the work. The Outage Coordinator is required to maintain NERC Transmission Operator Certification.

The Outage Coordinator 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.

The Outage Coordinator's primary function is real-time management of the reliability activities of the Transmission Operator and meeting applicable NERC standards; WECC Standard and Operating Reliability Criteria. While the Outage Coordinator 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 Outage Coordinator may cover for the shift System Operator as needed based on management's and Energy Control General Foreman's assessment of the workload demand.

BASIC RESPONSIBILITIES:

1. Monitors and operates computerized systems for transmission, substations and distribution system and initiates appropriate response to ensure reliable, efficient, and safe operation.
2. Issues switching orders to clear lines or equipment for maintenance or repair. Upon completion of work, restores service. Maintains records of all clearances issued.
3. Coordinates appropriate District personnel in emergency response, switching activities, isolating system problems, repair and restoring service.
4. Answers and coordinates responses to customer concerns after hours, police & fire departments, and 911/SNOPAC dispatch centers.
5. Maintains proficiency in Energy Control Center computer applications and all associated software.
6. A minimum of eight (8) hours per calendar quarter will be required on the Operator Desk to maintain System Operator II operations proficiency.
7. Follows and ensures application of and compliance with related safety rules.
8. Maintains the Energy Control Center mimic-board, process maps and work sketches.
9. Responds to and coordinates emergency calls coming into the Energy Control Center.

OTHER RESPONSIBILITIES:

1. Performs other 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.
- NERC/WECC and other Northwest Utility operation guidelines.

Ability to:

- Analyze and resolve problems.
- Coordinates a variety of tasks and assignments simultaneously while managing multiple complex functions.
- 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 situations.
- Supervise and use independent judgment.
- Report to Energy Control Center (or other District designated location) for regular work shift and/or overtime call outs.
- Work rotating shifts when needed.
- Maintain valid NERC Certification.

Education/Experience:

- Successful completion of the District's System Operator Apprenticeship Program, and two (2) years System Operator experience
OR
- Five (5) years System Operator experience at an Electric Utility

License or Certification:

- NERC Transmission Operator Certification

- CPR & First Aid Card
- Pass a joint collaborative interview process.

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 required 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.