



Short-Term Transmission Scheduler/Trader

Job Code	20000929	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Power Scheduling	Reports to	Sr Mgr Power Scheduling	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

The Short-Term Transmission Scheduler/Trader develops and executes the District's short-term transmission portfolio strategy, including development of daily utilization plan and execution of preschedule deal scheduling. Manages current District transmission inventory to optimize power delivery and value. Serves as subject matter expert on transmission issues and provides input to long-term transmission product strategy.

Accountabilities

Accountability #1

Increase the public's confidence in the quality of the District's power scheduling operations by developing and executing the District's next day (preschedule) physical flow plan. Identifies and executes daily, intra-month, and year-long opportunities to optimize the District's transmission product inventory by utilizing, redirecting, and reselling capacity while ensuring adequate inventory for load service. Works with the Short-Term Power Trader on trading strategies to solve delivery issues when there is known transmission congestion. Ensure adherence to trading practices as outlined in the District's Energy Risk Management Policy and Procedures Manual and corporate ethical standards. Does not engage in market manipulation.

Accountability #2

Deliver exceptional value to our customers by leading and delivering presentations to the Board as requested. Gives additional Power Scheduling presentations across the District as needed. Clearly communicate complex information, analysis and recommendations. Approach and delivery is customized to each audience needs to meet them where they are and similar responsibilities.

Accountability #3

Deliver exceptional value to our customers through reliable, dependable, predictable service by reviewing of BPA transmission services proposed coordinated outage schedule, providing comments on same, and incorporating the final outage schedule into planning and strategies and similar responsibilities.

Accountability #4

Deliver exceptional value to our customers through reliable, dependable, predictable service by compilation of data to analyze and develop regular periodic reports in support of Power Scheduling Department on transmission, pathing, and other relevant data. Identifies opportunities and improvements in methods and processes in a collaborative way with the team and similar responsibilities.

Accountability #5

Increase the public's confidence in the quality of the District's power scheduling operations by providing on-going training for Power Schedulers in response to industry changes (e.g., BPA and WECC practices; the development and evolution of integrated markets; other regulatory changes from FERC, NERC, NWPP, etc.). Guide Hydro Schedulers in functional training for industry knowledge on preschedule processes. Stays adequately trained on the real-time hourly desk processes to meet coverage requirements. Maintains comprehensive and up-to-date training documentation. Ensures support of power scheduling computer environment by testing and implementing new and existing programs and functionality and similar responsibilities.

Accountability #6

Increase the public's confidence in the quality of the District's power scheduling operations by developing and maintaining counterparty and regional industry connections. Attend and participate in regional operational and industry relevant forums as needed. Perform duties of Senior Manager Power Scheduling as needed.

Accountability #7

Contribute to a community-centric and inclusive culture with empowered, engaged employees by ensuring a positive team culture through inclusion, collaboration, transparency, respect, responsiveness, and compassion and similar responsibilities.

Accountability #8**Accountability #9****Accountability #10****Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business Administration, Engineering, Finance, Economics, Computer Science, or a related field, AND

Six (6) years of direct experience in power trading and/or power scheduling;

OR

Four (4) years of experience applying business concepts and using computer and associated business applications, AND

Six (6) years of experience in bulk-power operations.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Successful completion of training in the pre-scheduling duties or successful completion within six (6) months of start date.

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Deal with urgent timelines and make expedient, economical and reliable decisions.

Effectively manage daily/weekly workload.

Analyze abstract data and use models to develop recommendations.

Take decisive action; make good decisions in emergency situations.

Communicate effectively with others.

Work effectively as a team member.

Manage confidential information.

Record and relay information accurately.

Use independent and discretionary judgment.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List	Frequency
Sit	Constant (67-100%)

Walk	Seldom (1-10%)
Stand	Frequent (34-66%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Frequent (34-66%)
Use close vision	Frequent (34-66%)
Use distance vision	Seldom (1-10%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Occasional (11-33%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)

Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Never

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.
 Yes
 No

On-call activities and frequency.
 Occasionally - 1x quarter or 4-6 times a year This position is part of our storm response - and/or other significant emergencies - that reports for communication needs in those critical times.

Work Location

The primary assignment for this position is:
 Remote
 Office Hybrid
 On-Site
 Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict

management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.