



UNION JOB DESCRIPTION

TITLE: System Operator I

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. Receives direction from the Energy Control General Foreman and reports to the Energy Control Superintendent.

DISTINGUISHING CHARACTERISTICS:

The System Operator I (SOI) classification is distinguished from the System Operator Apprentice (SOA) classification by the increased technical knowledge and skills required to perform the work. Incumbents are required to advance to System Operator II by obtaining NERC Transmission Operator Certification within eighteen (18) months from date of hire. Incumbent will be advanced to System Operator II when NERC Transmission Operator Certification has been obtained.

BASIC RESPONSIBILITIES:

- Monitors and operates computerized systems for transmission, substation and distribution systems and initiates appropriate response to ensure reliable, efficient and safe operation.
- Issues switching orders to clear lines or equipment for maintenance or repair. Upon completion of work, restores service. Maintains records of all clearances issued.
- Coordinates appropriate District personnel in emergency response, switching activities, isolating system problems, repair and restoring service.
- Answers and coordinates responses to customer concerns after hours, police & fire departments, and 911/SNOPAC dispatch centers.
- Maintains proficiency in Energy Control Center computer applications and all associated software.
- Follows and ensures application of and compliance with related safety rules.
- Assists the Outage Coordinator with the Energy Control Center mimic-board, process maps and work sketches.
- Trains SOAs and completes related evaluations as required.
- Responds to and coordinates emergency calls coming into the Energy Control Center.

Other Job Functions

- 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 and PC applications.
- Line load capability.
- NERC/WECC and other Northwest Utility operation guidelines.

Ability to:

- Analyze and resolve problems.
- Coordinate 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.

Education/Experience:

- Successful completion of the District's System Operator Apprenticeship Program.
OR
- Three (3) years System Operator experience at an Electric Utility.

License/Certification:

- CPR and First Aid Card.
- Must obtain NERC Transmission Operator Certification within eighteen (18) months of hire date as a System Operator I. Continued employment is contingent upon successful completion of NERC Transmission Operator Certification within the eighteen (18) month period.

Preferred Qualifications:

- N/A

WORKING CONDITIONS:

- Duties are performed primarily in an office environment and some driving to the job site is required.
- Incumbents 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.