



## UNION JOB DESCRIPTION

### TITLE: POWER TRADER I-III

#### DEFINITION:

Power Traders serve the short-term load serving function and serve as the backup to the Generator Operator. This position monitors the real-time system load and balances the District's total power supply to meet estimated load in a cost efficient manner.

#### DISTINGUISHING CHARACTERISTICS:

The Power Trader series standard workweek is a rotating 5-week schedule consisting of four weeks of 12-hour shifts and one week of four 8-hour relief shifts. The shift hours are from 5:30 AM to 5:30 PM for "day shifts" and 5:30 PM to 5:30 AM for "night shifts". The rotation schedule will be published at least 6 months prior to the start of the calendar year. This position will not always have scheduled District holidays off, depending on how the rotation shifts align and will be compensated as outlined in the Collective Bargaining Agreement (CBA).

The Power Trader positions 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.

#### **POWER TRADER I - FIRST TWELVE (12) MONTHS:**

#### BASIC RESPONSIBILITIES:

- Participates in the District's-On-The-Job Power Scheduling Training Program to develop the knowledge, experience, and skills required to perform the work of power scheduling.
- Performs duties of Power Trader desk, including but not limited to; marketplace excess/deficit power needs, acquiring transmission reservations and remarketing transmission using OASIS, completing NERC E-Tags per posted guidelines, and maintaining a conversations log pertaining to system operations.
- Learns various software systems needed to complete (hourly) scheduling processes.
- Delivers exceptional value through fiscally responsible power scheduling planning and management; by ensuring power purchase and transmission contract obligations are met.
- Ensure contracts are being used effectively to meet customer demand at minimal cost.
- Ensure risk guidelines are being met including trading with rated counterparties and within counterparty credit limits and similar responsibilities.
- Delivers exceptional value to our customers through operational effectiveness and continual improvement.
- Ensures District owned generating resources are operated per guidelines and output changes are planned and coordinated by set protocols.
- Provides clear and concise communication throughout shift to coordinate and execute generation needs accurately.
- Maintains accurate and detailed shift records, ensuring thorough documentation and clear handoff notes for seamless transition between shifts. Learns the regional power market, BPA business practices, and transmission management rules and procedures, and knows how to locate up-to-date documentation.
- Works independently on 12-hour rotating shifts and provide backup coverage for Power Trader desk as needed.
- Stays up to date on District Directives and Emergency Action Plans (EAP).
- Contributes to a positive team culture through inclusion, collaboration, transparency, respect, responsiveness and compassion.

- Listed in the coverage list for Power Trader shifts.

## **POWER TRADER II – SECOND TWELVE (12) MONTHS**

### **BASIC RESPONSIBILITIES**

- Builds on the knowledge and skill already established in the work performed at the Power Trader I or equivalent level.
- Additionally, learns and cover for the Short-Term Transmission Scheduler/Trader desk.
- Contributes to sharing knowledge of the regional power market, BPA business practices, and transmission management rules and procedures, and know how to locate up-to-date documentation.
- Supports testing and implementation of new and existing software programs for Power Trading.
- Implement strategies to expand the District's presence in the short-term and real-time power and/or transmission markets.
- Utilizes knowledge to assist with improving forecast accuracy of next hour to next day load demand amounts.
- Perform Prescheduling and short-term transmission trading.

## **POWER TRADER III – THIRD TWELVE (12) MONTHS**

### **BASIC RESPONSIBILITIES:**

- Builds on the knowledge and skill already established in the work performed at the Power Trader II or equivalent level.
- Additionally, learns and covers for the Short-term Power Trader desk.
- Identifies and builds strategies to expand the District's presence in the short-term and real-time power and/or transmission markets.
- Perform short-term power trading.

### **OTHER RESPONSIBILITIES: (during all 12-month phases & thereafter)**

- Performs other similar/related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Computer programs/applications and peripheral hardware and their interfaces.
- Basic math and economic principles.
- Communication and customer service techniques.

#### **Ability to:**

- Learn and use various hardware and software applications.
- Maintain accuracy with data entry and recognition of data anomalies.
- Learn and apply District Power Scheduling procedures.
- Analyze and resolve problems.
- Read and interpret contracts and letters of agreement.
- Learn and follow established Risk Management policies and procedures.
- Interpret and apply related complex procedures and methods.
- Coordinate power scheduling activities, power marketing, and transmission management.
- Handle work under varying conditions and stressful situations while making expedient, economical, and reliable decisions.
- Interact with customers, government officials, and District employees.
- Communicate and work effectively with all levels of the organization, other utilities, and customers.

Education/Experience:

- Level I: Bachelor's Degree in Business Administration, Engineering, Finance, Economics, Computer Science, or related field,  
OR  
Four (4) years of experience applying business concepts and using computer and associated business applications, particularly related to in trading, asset management, resource adequacy, accounting, or finance
- Level II: Plus, One (1) year as a Power Trader at the District
- Level III: Plus, Two (2) years as a Power Trader at the District

Preferred Experience:

- Working in wholesale energy markets as a Power Marketer
- Hydro resource operations, wholesale power marketing, or resource planning & forecasting
- Familiarity with the Western Systems Power Pool Agreement, Bonneville Power Administration Transmission business practices, Mid-Columbia hydro operations, NERC and WECC reliability standards

License, Certification and/or Testing:

- Pass a joint collaborative interview process
- WA State Driver's License preferred

WORKING CONDITIONS:

- Hybrid working conditions between home and office, with training and Storm Response (per policy) conducted in-office unless otherwise specified.
- Work rotating 12-hour shifts; including weekends, nights, and holidays.
- May 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.
- This position is part of the Realtime Power Trader call out list and will be required to back up the Realtime Power Trader desk.
- This position is part of our storm response and/or other significant emergencies, that reports in those critical times.