

P.U.D. NO. 1 OF PEND OREILLE COUNTY

JOB DESCRIPTION

Job Title: SYSTEM OPERATOR

Approved By:

Incumbent

Director of Distribution,
Engineering & Operations

General Manager Date

POSITION SUMMARY:

This position is responsible for monitoring and conducting reliable transmission, distribution, and generation operations of the interconnected Pend Oreille County PUD #1 (District) system in accordance with all applicable Federal, State, and local rules and regulations.

REPORTS TO:

Reports to the Senior System Operator.

REQUIRED MINIMUM KNOWLEDGE, SKILLS, AND QUALIFICATIONS

High School diploma or G.E.D.

Possession and maintenance of a valid Washington State Driver's License.

Possession of and maintenance of North American Electric Reliability Corporation (NERC) Certification as either a Transmission Operator, Balancing Interchange & Transmission Operator, or a Reliability Coordinator Operator (preferred).

Previous experience as a journeyman in an electrical trade is preferred with demonstrated knowledge of generation, transmission, and distribution operational practices by the utility industry.

Demonstrated eye and upper limb coordination is required to operate Supervisory Control and Data Acquisition (SCADA) controlled switches and controls.

Ability to engage in prolonged and varied periods of sitting, standing, walking and climbing ladders and stairs with reasonable accommodation.

Ability to hear voice communication and see text to communicate effectively with District personnel, customers and other utilities.

Knowledge of the District's facilities, procedures, policies and standard operating practices.

Ability to plan, organize, make prompt decisions and maintain good public relations, demonstrate initiative, good problem solving ability and judgment.

Ability to operate or to be trained in the operation of utility computer systems as required by the District.

Ability to perform all identified System Operator company-specific reliability related tasks.

DESIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS (may be obtained on-the-job):

Thorough understanding of the operation of the District's SCADA system.

Thorough understanding of current District transmission, distribution, and generation operations including but not limited to switching, clearances, tagging, and safe work practices.

Ability to closely coordinate with field crews to operate and clear transmission and distribution equipment for the safe switching of equipment for line operations.

Thorough understanding of District generation assets and real-time Power Scheduling requirements.

Understanding of District applicable federal, state, and local regulatory requirements.

Excellent oral and written skills.

Demonstrate leadership, tact, and interpersonal skills.

Demonstrate professionalism and maintains high regard and commitment for the District's safety, customer service, and regulatory compliance obligations.

DUTIES AND RESPONSIBILITIES:

All duties and responsibilities described below shall be performed in accordance with District policies, practices, procedures and regulatory requirements.

1. Assigned responsibility and clear decision making authority to take whatever actions are needed to ensure the reliability of District (Transmission, Distribution, Generation) operations and is assigned responsibility to take necessary actions to alleviate operating emergencies.
2. Assigned responsibility to respond to Balancing Authority and Reliability Coordinator Directives unless such directives violate safety, equipment, regulatory or statutory requirements.
3. Assigned authority and responsibility to issue Directives to District operating personnel and external parties as required to protect District assets and ensure system reliability.
4. Assigned responsibility to respond to emergency requests from all outside agencies as appropriate.
5. Maintains a clear, concise and accurate log of activities during assigned shift to insure that matters of importance are properly conveyed to System Operators on subsequent shifts.
6. Provides clear and concise communication while operating radio, computer and telephone equipment for the purpose of receiving, sending or relaying information pertinent to maintaining effective operational and maintenance communications within the District.
7. Performs coordinated communications with all outside agencies during planned and emergency District operations.
8. Responsible to monitor the District Transmission, Distribution, and Generation system via SCADA, analyze data, and respond appropriately for reliable system operation and efficiency.
9. Coordinates outage planning for District Transmission and Distribution assets as well as Generation, Fiber, Water, and Communications as necessary. Actions include but are not limited to:
 - a. Establishes outage boundaries and safe clearance zones.
 - b. Plans appropriate tagging devices.
 - c. Creates detailed switching orders.
 - d. Coordinates operations with foreign utilities.
 - e. Coordinates internal and external customer notification.
 - f. Completes required pre-planning regulatory reporting and notification.

10. Authorizes and supervises switching on system removal and return to service of lines, stations, transformers, etc.
11. Certifies, issues, and releases requested tagging and clearances as needed for authorized work on equipment.
12. Maintains the tagging/clearance conditions for the electric system.
13. Provides security monitoring and response relating to District facilities and equipment.
14. Assigns equipment numbers to newly installed field devices when requested by field crews.
15. Coordinates required mapping and drawing changes with designated District personnel.
16. Responds to after-hours call-outs and works overtime as needed.
17. Responds to customers for power, water, and fiber outages at all hours. Exercises tact, courtesy and diplomacy when interacting with the public and outside control centers and agencies in order to maintain a good public image for the District at all times.
18. Dispatches operating personnel as necessary to address various operating conditions in the field.
19. Coordinates personnel during planned and unplanned events to make efficient use of resources.
20. Coordinates residential, commercial, and industrial customer service requests with appropriate parties.
21. Participates in all training activities to remain qualified as a NERC Certified System Operator, to perform System Operator company-specific reliability related tasks, and other training deemed necessary by the District.
22. Fills System Operator shift vacancies to ensure adequate staffing levels.
23. Schedules and coordinates District real-time power generation, sales and purchases through prescribed procedures, as directed by the Power Scheduler.
24. Compiles and reports forecasting data to support District real-time, near term, and seasonal planning obligations.

25. Trains Apprentice System Operators following the System Operator Training Program. May be tasked to develop new training.
26. Will conduct inspections and/or review operations at distribution substations and at other District sites and/or specific equipment as directed. When so assigned, will maintain communications with the appropriate system operator keeping him/her informed of itinerary and change of status of equipment, etc.
27. May perform other duties for which the employee is qualified and can be performed safely (alone or under the direct supervision of a qualified and trained individual).
28. Maintains adequate recordkeeping for system operation activities.

The District has the right to modify, change or eliminate portion(s) of the job description in relation to District needs.

GENERAL COMMENTS:

May require day and/or rotating shift work as determined by management, in accordance with operating requirements and the current labor contract. Work is normally performed inside in a well-lighted work space with a low level of exposure to weather elements. Occasionally works in proximity to high voltages and currents. Occasional outside work exposes employee to weather elements, including climate extremes (temperature, precipitation, wind, etc.). Work may be subject to equipment and machinery noises. Outside the control room, employee will be required to wear Personal Protective Equipment (PPE) such as hard hats, insulated gloves, high visibility clothing, earplugs and respirators according to the requirements of the environment or the particular task.