

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

- A. Title: **Power System Controller**
- B. Department: Operations
- C. Reports To: Lead Power System Controller

II. OBJECTIVES

Operate the Valley Electric Association, Inc. (VEA) distribution system and the Valley Electric Transmission Association, LLC (VETA) transmission systems as a NERC-certified system operator to provide optimal reliability for our members and customers.

III. KEY RESPONSIBILITIES

- a. Monitors system reserves and respond to shortages to maintain reserves in accordance with NERC, WECC and SRSR requirements.
- b. Direct the operations of substations, transmission and distribution lines to ensure transmission and distribution capacity to meet all customer load requirements.
- c. Assesses system conditions and initiate call-out of emergency crews to restore equipment to normal.
- d. Monitors transmission customer usage via Open-Access Same-Time Information System (OASIS) or in accordance with the California ISO (CAISO) tariff and Electronic Tagging (E-Tag). Provide loads and resource balancing functions for metered sub-system.
- e. Monitors the status of the transmission and distribution system through the SCADA system. Takes the appropriate action on problems as they arise.
- f. Writes, coordinates, and dispatches all switching procedures on VEA's transmission and distribution systems. Coordinates switching procedures with interconnected utilities and issues and receives inter-company hot-line orders and clearances. Assists in customer notification for planned outages.
- g. Answers phone calls regarding power outages, problems, questions, etc. and dispatches the appropriate personnel to resolve the problem.
- h. Coordinates with the System Engineer, Manager of Operations, Manager of Engineering, Line Crew Superintendent, Area Foremen and Working Foremen on large outages to route crews, prioritize, and ensure power restoration is performed safely and as quickly as possible.

- i. Works closely with the Engineering Department to keep the system maps up to date, maintain the engineering data model and outage management system, and improve reliability on the electric system.
- j. Compiles outage data and produces reports on outage indices for the electric system.
- k. Reads, understands and follows all applicable safety rules, and conducts all work within those accepted safety standards.
- l. Maintains compliance with NERC and WECC reliability standards.
- m. Monitor and control VEA power system voltages, VAR flow, power factor, and transmission line and transformer loadings.
- n. Actively monitor, assess, and resolve any communication, substation, or transmission line problems.
- o. Report security breaches or fire to appropriate agency and the management of the Cooperative.
- p. Monitor system reserves on a real-time basis and respond to any shortages.
- q. Maintain system frequency and stability.
- r. Maintain accurate distribution, generation, and transmission logs of system events, changes, or abnormalities.
- s. Actively promote and maintain a team environment.
- t. Provide recommendations to VEA management to further system reliability, safety and cost efficiencies.
- u. As necessary, respond to emergency call-outs and perform work within scope of abilities, such as operation of the OMS & SCADA systems, radio and telephone.
- v. Maintaining required training and NERC certification.
- w. Handle assignments and conduct self in such a manner as will reflect credit to the organization and contribute to an increasingly better understanding by, and through harmonious relations with the members and general public.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the manager and/or supervisor.

IV. AUTHORITIES AND ACCOUNTABILITY

- a. The Power System Controller shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The Power System Controller is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Power System Controller is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected.
- d. The Power System Controller will be expected to make suggestions for the improvement of operations and efficiency.
- e. The Power System Controller shall secure the approval of the System Engineer, Manager of Operations, EVP Operations, and CEO in making decisions when policies are not clear or require interpretation.
- f. The Power System Controller has the authority to take or direct actions to ensure the stable and reliable operation of the Bulk Electric System including, but not limited to, curtailing energy schedules, shedding of firm load, and or dropping generation without obtaining approval from higher-level personnel.

V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. The position reports directly to the Lead Power System Controller, with additional reporting responsibilities to:
 - i. Manager of Dispatch
 - ii. System Engineer
 - iii. Manager of Engineering
 - iv. Manager of Operations
 - v. Line Crew Superintendent
 - vi. Substation Superintendent
 - vii. Working Foreman

Outside the organization:

- a. Member/Consumers – Providing prompt, courteous service and information.
- b. Consultants/Contractors
- c. Federal and State governmental agencies

d. Other utility companies

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education: High School Diploma or equivalent. Must be NERC certified as a Transmission Operator (TO, BT or RC certification) and remain current on all continuing education requirements.

Risk Assessment: This position requires access to certain secure assets and information. As a result, individuals in this position must be able to successfully pass a Personnel Risk Assessment every seven years, as required by the North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection (CIP) standards.

Experience: Five years of experience as a NERC certified dispatcher at a utility with emphasis on operation of power systems, including; transmission, distribution, power marketing/scheduling, or balance and interchange, or any equivalent or related combination of education, training, and/or experience may be substituted for requirements listed above.

Knowledge: Excellent knowledge of switching procedures, lockout / tagout procedures, clearance procedures, and OSHA regulations regarding these procedures. Develop thorough knowledge of VEA's electric transmission and distribution system. Familiar with the National Electric Safety Code. Knowledge and competency in applicable NERC/WECC Reliability Standards for system operation. Knowledge and competency in all VEA operating procedures under normal and emergency conditions. Knowledge and competency in all VEA reliability-related tasks under normal and emergency conditions. High computer literacy, with a thorough knowledge of Microsoft Office Suite (Word, Excel, Access, etc.). Thorough knowledge of various software programs used to communicate with and program various electronic relays and controls. Basic understanding of thermal generators.

Abilities and Skills: Ability to direct and monitor the work of others operating personnel. Flexibility and ability to work rotating shift schedules level of intellectual ability. High level of multi-tasking abilities. Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to use independent judgment in problem solving. Ability to read and interpret technical information and documents. Write routine reports and correspondence. Above average mathematical aptitude required. High level of communications skills and reasonable mechanical aptitude also required.

Working Conditions/Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Sedentary work requiring the ability to exert up to 10 pounds of force occasionally, extensive public contact, extensive work on computer terminals and reading monitors over extended periods of time. May be required to detect color coded indications and specific sounds associated with alarms or indications. May be subjected to stressful situations and verbal abuse from irate customers.

Extensive interaction with field personnel over multiple forms of media, such as radio, phone, and/or email. Must be willing and able to accept duty calls at any time of day or night.

Physical and Mental Requirements: Ability to work for long periods of time, requiring intense concentration. Ability to work at a steady pace and to complete assignments within an appropriate schedule. Ability to adhere to agency standards of neatness and cleanliness. Ability to effectively coordinate sensory experiences and motor activity. Ability to rely on senses of sight and hearing to determine that nature of an emergency and make critical decisions in potentially confused and chaotic environments for the duration of an operation. Ability to quickly assimilate multiple inputs of information and utilize in a prompt and effective manner. Ability to understand, remember, and execute complex instructions. Ability to maintain a high level of alertness. Ability to exercise good judgment in tense situations. Ability to interact effectively and appropriately with the public, supervisors, and co-workers over various media types.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

Accepted

by Date:

Employee

Date:

Manager