

SENIOR ELECTRIC SYSTEM DISPATCHER

DEFINITION

To organize, assign and review the work of assigned personnel engaged in operating the electric utility distribution and transmission system; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Electric System Dispatcher series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to the lower level class within this series, including providing technical and functional supervision over assigned personnel and oversee the operations of the supervisory control and data acquisition (SCADA) system and evaluation of system operations/problems. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Electric Operations Manager.

Exercises technical and functional supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to operating the electric utility distribution and transmission system.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Coordinate the distribution and transmission system configuration with electric engineering staff.

Coordinate and oversee SCADA operations.

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Evaluate relay, breaker, and fuse operations and take remedial action as necessary; analyze electric data to redistribute systems to bring about the most cost-effective operation.

Coordinate security access activities related to dispatch center facilities, including use and retention of video surveillance and phone and radio recordings; oversee distribution of electronic key cards and physical keys to department buildings, substations, and electric equipment.

Review, analyze and make recommendations about scheduled and unscheduled power outages; maintain related database and prepare reports regarding events, causes, preventive recommendations, response times, and reliability indices.

Operate the system and monitor system reliability using the SCADA system and system distribution maps; coordinate all switching activities involving electrical sub-stations, overhead and underground transmission lines and all distribution circuits.

Coordinate planned and emergency work within the division and with other City divisions and departments and outside agencies; coordinate response to system alarms and high voltage cable failures; receive trouble calls and dispatch appropriate personnel to problems reported on the electrical system.

Perform short term load forecasting to determine daily power requirements for dispatching Load Management Programs and future real-time scheduling functions; implement the Emergency Electric Load Curtailment Plans and Load Management Programs.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles of the operation of electric distribution systems and electric switching procedures and practices, and electric switching equipment.

Operation of a SCADA system.

Electric utility practices, equipment and all phases of operations.

Principles and practices of work safety in an electric utility environment.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the operation of an electric utility distribution and transmission system.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problems in the system; identify and locate system issues; interpret work assignments; remember tasks and daily assignments; and explain system issues to other staff.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Maintain SCADA data points and SCADA maps.

Make electric calculations both single and three phase and other related arithmetic calculations.

Implement, develop and maintain computer generated data, records and mapping systems.

Work assigned shifts, holidays and week-ends; be available for callback.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey level experience performing duties similar to an Electric System Dispatcher with the City of Roseville.

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AND

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in computer programming or a related field.

License and Certificate

Possession of a valid California driver's license by date of appointment.

03-03-16

02-09-13

08-15-09

07-10-04 Senior Electric System Dispatcher