

**MAJOR FUNCTION**

This is highly responsible technical, administrative and supervisory work in directing the activities in the operation and control of the City's electric utility generation, transmission and distribution systems. The work involves planning, directing and coordinating technical and complex electric system control, with many constantly changing variables affecting decisions. The employee in this class is responsible for administering and supervising the monitoring and controlling, by complex computer directed equipment, of the electric generation, transmission and distribution facilities (supply and demand) of the City's Electric Utility System. Work also involves responsibility for supervision and administration of subordinate System Control staff. Work is performed under the general supervision of the Manager-System Reliability And Transmission Services and is reviewed through observation, conferences reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Job Duties**

Plans, organizes, administers and directs the work of the Control Center in the operation and control of the electric generation, transmission and distribution systems of the City's Electric Utility System. Directs and coordinates the restoration of the electric system during equipment failures or bad weather. Oversees the coordination, planning, operation, and maintenance of reliable bulk electricity supply for the City. Ensures the security of the interconnected operations between the City and other electric utilities. Plans, supervises, and implements training and scheduling of the work of Assistant Chief Electric System Control Operators and System Control Operators. Coordinates with other divisions of the Department to assure adequacy, consistency and uniformity of efforts for which services are rendered by the electric System Operation function. Reviews unit commitment schedules submitted by Wholesale Energy Services and approves or denies it based on system reliability conditions. Prepares regular reports regarding all phases of System Control. Maintains logs and reports, manually and by computer. Reviews electric utility system performance and equipment data and aids in the investigation of malfunctioning or inadequate equipment operation or procedures, which impact the safety, and reliability of the electric System. Recommends the hire, transfer, promotion, grievance adjustment, discipline and discharge of assigned employees. Conducts performance evaluations, and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Requisition supplies and equipment. Serves on boards and committees as necessary to represent the City's interests. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices and methods used in the electric utility industry, generation of power, power dispatching, transmission and distribution operations. Thorough knowledge of the relationships of power dispatching and distribution operations of the electric utility system thorough knowledge of computer operations. Thorough knowledge of the occupational and safety hazards involved in the operations of the electric utility system. Thorough knowledge of modern digital computer technology, operation and theory. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to read and interpret legal contracts, policies and procedures on all levels applicable to work responsibilities and assignments. Ability to assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a four-year college or university with a degree in electrical, mechanical or general engineering, or computer science, and four years experience that includes electric system control operations, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must be certified as an Electric System Operator by the North American Electric Reliability Council (NERC) at the time of initial employment.

Must possess a class "E" State driver's license at the time of appointment. (At the department director's discretion, the noted license may not be required.)

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