

Title: Lead Electric System Operator
PG: 63
Status: Civil Service
Position Reports to: Manager of Electric System Control
Department: Lakeland Electric

Class Code: 3132
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This highly specialized technical position coordinates personnel who operate the bulk electric power system of the City of Lakeland on rotating shifts. The system includes transmission, distribution, generation and interconnections with other utilities. Work involves responsibility for electric system security, analysis of transmission and distribution outage request, and review of generation scheduling with regard to system reliability. Responsibilities include operating the electric system, writing and conducting switching orders, operating supervisory control equipment and keeping records of all related activities. In addition to payroll scheduling, shift assignments, writing policies, and addressing performance. Work is performed in accordance with established policies and procedures, exercising comprehensive knowledge and performing complex tasks. Handles emergency situations in compliance with established regulations. Comply with NERC and FRCC reliability standards. Performance is reviewed by the position supervisor for effectiveness through reports, conferences and results obtained.

ESSENTIAL FUNCTIONS:

1. Coordinates the activities of the Electric System Operators such as, shift assignments, scheduling, performance, and writing policies.
2. Accepts responsibility for the operation of the electric system on assigned shift. Monitors and evaluates the condition of the energy delivery systems on a continuous basis, anticipating potential operating and loading problems, and implementing approved strategies to mitigate, or react to, adverse system conditions. Monitor and control the electric system using supervisory control system to ensure that operations meet NERC and FRCC compliance standards.
3. Provide and coordinate system operator training to comply with NERC and City of Lakeland requirements.
4. Maintain detailed training records for the Electric System Operators.
5. Review requests for planned and emergency electric equipment outages, analyses the effect on system reliability, writes the switching order and executes the switching procedure.
6. Maintains a continuous circuit diagram and record of the status of all switches and other electric equipment, or work in progress and other information crucial to the safe and reliable operation of the system.
7. Coordinates with Power Pool operators on all generation scheduling and transmission outages that affect Pool operation.
8. Maintains a clear and detailed record log of all activities on the electric system.
9. Responds to customer outages, directs field crews to inspect and report on problems, maintains records of outages and analyzes the effect of outages on system reliability.
10. Work with supervisor in developing goals and overall work plans.

ADDITIONAL RESPONSIBILITIES:

1. Participation in training at out of town locations, which may require overnight stays.
2. Keeping work areas clean and organized.
3. Working in a team to accomplish inter-divisional task.
4. Responsible for implementing firm load relief procedures as necessary in a Lakeland system emergency.
5. Dealing courteously with the public and public safety agencies.
6. Will be required to respond in emergency conditions.
7. Performs related work as required.

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SUPERVISORY RESPONSIBILITIES:

1. Functions as a "lead" role, assigning, instructing and checking the work of other employees. Majority of time is spent performing the same work duties as other members of the group.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the departments switching procedures, system standard operating procedures and contingency operating practices for the system.
2. Knowledge of electrical theory, techniques, methods, materials, tools, and service territory in the industry.
3. Ability to read electrical diagrams of substations, transmission lines and distribution lines for switching and general operations.
4. Ability to speak clearly and concisely, maintain composure under normal and stressful conditions such that communication will be short, professional and to the point along with understanding field personnel.
5. Ability to understand and follow complex oral and written instructions, reports and material.
6. Ability to establish and maintain effective relationships with other employees, customers and the general public.
7. Ability to respond to the need of customers with special needs and respond to commercial customers' needs for quick answers and/or restoration.
8. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
9. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires strength and agility sufficient to report to work at any time unassisted and maneuver around a control center environment; ability to withstand working extended shifts during emergencies or periods of vacation or illness; manual dexterity sufficient to operate keyboards, track-balls and push buttons on computers and control stations.

There are no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

The job is in an office environment that can become mentally stressful at times due to the need for quick response.

An employee in this position must be able to discriminate between the following colors generated by red/blue/green primary colors at full or half intensity: white, green, yellow, orange, magenta, red, cyan and blue. This qualification will be confirmed by a standard medical test for color blindness.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Ten (10) years of experience in electric control center operations including extensive experience with normal and emergency restoration procedures, transmission and distribution switching and clearance procedures
3. Must possess and maintain North American Electric Reliability Corporation (NERC) System Operator certification.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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SPECIAL REQUIREMENTS:

1. May need to maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.