

Title: Electric System Operator
PG: 60
Status: Civil Service
Position Reports to: Manager of Electric System Control
Department: Lakeland Electric

Class Code: 3103
Date: 12/09

GENERAL DESCRIPTION OF CLASS:

This is highly specialized work in operating the 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 requests using the analysis tools in the Energy Management System and review of generation scheduling with regard to system reliability. This classification is responsible for operating the electric system, complying with NERC and FRCC reliability standards, writing and conducting switching orders, operating supervisory control equipment and keeping records of all related activities. Work is performed in accordance with established policies and procedures; however the incumbent is expected to exercise independent judgment and initiative in the performance of each task. The Electric System Operator will have the responsibility and authority to implement real-time actions to ensure the stable and reliable operations of the Bulk Power System. Emergency situations must be handled as they develop in a safe and expeditious manner without supervision. Work is reviewed for technical competence and compliance with established operating procedures.

ESSENTIAL FUNCTIONS:

1. 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 the Energy Management System and ensuring that NERC and FRCC compliance standards are met.
2. Evaluate and take action necessary to operate the energy delivery system in a safe, reliable, stable, and efficient manner in accordance with normal and emergency procedures.
3. Expedites the restoration of service to all customers, minimizing the scope of any system upset or service interruption, and limiting potential damage to utility infrastructure.
4. Review requests for planned and emergency electric equipment outages, analyzes their effect on system reliability, writes the switching order and executes the switching procedure.
5. Maintains continuous circuit diagrams and records of the status of all switches and other electric equipment, or work in progress and other information crucial to the safe operation of the system.
6. Coordinates with Power Pool operators on all generation scheduling and transmission outages that affect Pool operation.
7. Maintains a clear and detailed record log of all activities on the electric system.
8. 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.

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. Dealing courteously with the public, coworkers, and public safety agencies.
5. Responds to emergency call-out
6. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the departments switching and clearance procedures.
2. Thorough knowledge of the system standard operating procedures and contingency operating practices for the system.
3. Knowledge of electrical theory, techniques, methods, materials and tools used in the industry.
4. Thorough knowledge of the names and locations of the streets and principle buildings in the electric service territory.
5. Ability to read electrical diagrams of substations, transmission lines and distribution lines for switching and general operations.
6. 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.
7. Ability to understand and follow complex oral and written instructions, reports and material.
8. Ability to establish and maintain effective relationships with other employees, customers and the general public.
9. Ability to respond to the need of customers with special needs and respond to commercial customers' needs for quick answers and/or restoration.

WORKING ENVIRONMENT/CONDITIONS:

The job requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to bright/dim lights with 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.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) years of experience in electric utility transmission / distribution system operations including extensive experience with normal and emergency restoration procedures, transmission and distribution switching and clearance procedures
 - o or engineering work related to the design and/or analysis of electric transmission and distribution systems
 - o or construction and maintenance of electric substations and/or associated electric system protective devices
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must obtain North American Reliability Corporation (NERC) System Operator Transmission Operator (TO) Certification within one (1) year of hiring date.
4. 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.