

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Power Systems Control Operator I	<b>Job Code:</b> 2756
<b>Date:</b> November 21, 2017	<b>EEO Code:</b> SC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled entry-level work responsible to assist in providing the safe, reliable, and efficient operation of City electrical transmission and distribution systems.

**CLASSIFICATION STANDARDS:** The position allocated to this classification is responsible to a designated supervisor and performs all tasks under general direction. This work is distinguished by its responsibility to assist with electrical system monitoring, controlling, job scheduling, and power dispatching using specialized software. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES:** Assist with and/or receive training in the following functions: monitor the electrical transmission and distribution system using SCADA, GIS, OMS, IVR and/or other related systems; maintain appropriate voltages and currents including forecasting peak energy demands; develop switching procedures and oversee operations to transfer loads between substations and distribution circuits; prepare switching procedures, clearances, work orders and outage notifications on both planned and unplanned outages; direct service restoration activities including assisting in locating problem areas and dispatching line crews, forestry crews, and/or substation technicians as needed; issue line clearances and ensure that the system's status has been communicated to, and received by, the appropriate personnel; coordinate efforts with field crews in accordance with established policies and procedures; ensure prompt response on system issues and provide timely updates to the Outage Management Team, department administration, transmission operator, power agencies, emergency response agencies, field crews, customers, and/or other employees and groups as needed; maintain an accurate and current log of all pertinent system events and conditions; update electronic system maps regularly; assist with maintenance of the system including taking regular backups of data; ensure all system activities are conducted in a safe and reliable manner and in accordance with current regulatory requirements.

Assist in scheduling daily duties of transmission and distribution crews; schedule inspections, street light repairs, and service changes; track time, location, and mileage driven by crews; maintain work order management system; assist other staff as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate's degree in a related field **OR** one (1) year of job-related experience **OR** an equivalent combination of job-related experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

**License(s)/Certificate(s):** A valid, lawful Driver's License is required.

**SELECTION FACTORS:** *Knowledge of:* electrical theory and systems; electrical line crew and power substation functions including relays, regulators, and breakers; modern safety procedures and applicable OSHA requirements; various software products including UNIX, Linux, AutoCAD, ESRI, ACS SCADA, Milsoft Windmil, OMS, IVR, and the others; related laws,

codes, (including NESC), and regulations governing functions of the position; basic English composition, spelling, and grammar. **Skill in:** analyzing power outages via SCADA, GIS and field input; authoring clear, accurate, and concise switching procedures using common utility dispatching and operating terminology; organizing assigned work and developing effective work methods; preparing clear, concise, and accurate reports; demonstrating a high level of commitment to the principles of positive customer service; practicing trust-building behaviors. **Ability to:** coordinate, organize, and implement SCADA needs; schedule crews; create and maintain software to help perform job functions including specialized database management; remain current on technological advances; remain calm in emergency situations and dispatch appropriate crews effectively and efficiently; exercise sound and independent judgement while evaluating situations and in making determinations; communicate effectively both verbally and in writing; quickly and accurately perform work including responding to emergency personnel; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; maintain certifications and training to meet regulatory needs; maintain current knowledge of electrical protection schemes and devices.

**TOOLS AND EQUIPMENT USED:** Computers, various software and word processing programs, calculators, telephones, radios, pagers, vehicle, and other office/field equipment.

**PHYSICAL DEMANDS:** Requires sitting at a computer for long time periods while maintaining concentrated attention to detail, frequent telephone and radio use, and/or infrequent breaks as needed, walking, stretching, bending, carrying heavy equipment (20-50 lbs.), and other varied physical activities associated with performing the essential duties of the job.

**ENVIRONMENTAL FACTORS:** Work is primarily inside. Regularly exposed to situations potentially involving emotional stress including contact with the public or coworkers in confrontational, unpleasant or uncomfortable circumstances. *Note: Employees of this class are subject to on-call status, and must live within a 15 mile radius/20 minute response time of the Provo power facilities.*

  
\_\_\_\_\_  
Department Director

11/29/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

4/2/17  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.