

NORTHCENTRAL MISSISSIPPI ELECTRIC POWER ASSOCIATION

JOB DESCRIPTION

System Operator I

- I. Introduction:** The purpose of this entry position is to monitor and control the electric system using the Supervisory Control and Data Acquisition System (SCADA) and Customer Outage Management Software (OMS) in a safe and reliable manner.
- II. Supervisor:** System Coordinator
- III. Knowledge/Education Requirements:**
- A. At least a two-year AA or AS Degree in related field. Related experience may be allowed in-lieu of formal education.
 - B. A minimum of (4) five years' experience in the planning/design, operation, construction, or maintenance of an electric distribution system preferred.
 - C. Must have working knowledge of power system design, construction, operations, or maintenance of a primary electric system.
 - D. Must have working knowledge of applicable codes, regulations and standards, both national and local.
 - E. Must have a working knowledge of engineering/operations-related information systems.
 - F. Must be courteous and have effective communication skills, both orally and written, for both internal and external communications. Must be able to effectively communicate with the public.
 - G. Must possess a strong level of competency in the operation of personal computers. Experience with drafting platforms and Microsoft Office preferable.
- IV. Duties & Responsibilities:**
- A. **Essential Functions:**
 - 1. Under supervision, monitor and control the flow of electricity throughout the system by use of the Supervisory Control and Data Acquisition System (SCADA).
 - 2. Under supervision, analyze information from SCADA and OMS, commercial/industrial customers, and field personnel to determine crew management strategies for Northcentral/outside crews for service restoration.
 - 3. Receive, route and dispatch repair orders, maintenance tickets and instructions to proper distribution personnel with location of analyzed outage device for restoration of electrical outages.
 - 4. Assist in the creation and maintenance of the SCADA database which include system one-lines, equipment data points, alarms, and communicate paths to individual system components of the electric system within the SCADA and OMS including the supporting software and hardware for those systems.
 - 5. Enter data into various computer systems; prepare/maintain system logs, maintenance tickets, and various reports.
 - 6. Receive/handle telephone and radio communications; provide information to Northcentral personnel, customers, and other external agencies/entities concerning system status.
 - 7. Utilize and apply proper safety program and switching order documentation for the safe and reliable operation of the electric system.
 - 8. Must be willing to work rotating shifts and be available for holidays, weekends, overnight and short notice outage situations when needed.
 - B. **Non-Essential Functions:**
 - 1. Performs other duties as requested by supervisor.
- V. Physical Demands:**
- While performing the duties of this job, the employee is regularly required to remain stationary for extended periods of time, constantly operate a computer and other office equipment, occasionally move about the office. Frequently communicates with other employee's and members and must be able to exchange accurate information, must be able to observe/detect/perceive/assess/identify displayed and printed information on the computer and paper, frequently lift and/or carry up to 20 lbs and occasionally lift and/or move up to 50 lbs. Most of the work in this position is indoors and is subject to required overtime and shift work.