

THE CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION
Job Description

JOB TITLE: System Operator

SUMMARY: Maintains communication, runs demand response and applicable equipment. Coordinates outage restoration activities and takes independent actions for distribution system switching and outage restoration. Writes and implements switching orders for both planned load shifts and outage restoration scenarios. Receives, records, and distributes service orders to field personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Maintains records of substation/down line equipment that is out of service.

Assists crews in locating faults and defective equipment during outages.

Writes switching orders and implements necessary and routine switching in a safe and timely manner to minimize or avoid customer outage time.

Makes independent decisions based on knowledge of the system, information from others, and dynamic information provided by technical systems including Supervisory Control and Data Acquisition (SCADA), Outage Management System (OMS), Metering Command Center, and Geographical Information Systems (GIS).

Ensures a detailed log is maintained of crews responding to outages and the time associated with the outage.

Accurately maintains a log of all switching.

Maintains current knowledge of distribution and transmission systems, related switches, substation and circuit locations, and sectionalizing devices. Notify CGEMC field personnel of abnormal circuit feeds or out-of-service equipment relevant to normal work or outage restoration.

Dispatches field personnel, assigns work, as needed, to handle and restore service to consumers, including power outages and other problems.

Monitors field communications and AVL system to maintain knowledge of crew and personnel locations.

Records and maintains outage reports.

Assists consumers with service-related problems, and/or initiating a trouble call to investigate and attempt to resolve the problem.

Initiates and monitors demand response strategies using SCADA and appropriate software dashboards.

Monitors security at CGEMC headquarters.

Processes service orders and provides field personnel with necessary information for customer requests or power restoration.

Operates and monitors remote controlled line devices, regulators, reclosers, capacitors, and regulators using SCADA and other applicable software.

Operates Outage Management System (OMS) to analyze outage conditions and is responsible for accurate recording of steps that are taken in the field to ensure precise recordings of outage history information for reporting requirements.

Is aware of and complies with Corporation policy on Affirmative Action, Equal Employment Opportunity, and non-discrimination of customers on any benefits offered by the CGEMC.

Complies with the CGEMC's safety rules and regulations while performing duties.

Complies with OSHA rules and regulations.

Performs other functions and responsibilities as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent; a minimum of 5 years' experience within the engineering and operations area of an electric utility. Strong computer skills required along with knowledge of and experience with Microsoft Office software applications. Must be able to type a minimum of 38 words per minute.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Georgia driver's license.

OTHER SKILLS AND ABILITIES:

Computer and communication skills necessary. Ability to work independently.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read information. The employee is required to sit, reach with hands and arms, talk, and hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside office conditions.

The noise level in the work environment is usually moderate.

Will be randomly tested for drugs and alcohol.

Regular and punctual attendance is an essential function of this position.

Must be willing to work after hours in emergency situations or as required (during non-scheduled work periods). Must live in vicinity acceptable to CGEMC.