

ENERGY CONTROL, SUBSTATION, AND METERING SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible for all activities of the Energy Control, Substation and Communication, and Electric Meter Shop sections of the Department of Utilities, which include centralized computer control of electric generation, transmission, distribution, and water distribution/wastewater collection monitoring, substation and communication construction, operation and maintenance, and electric meter installation and repair.

Incumbent works with substantial independence under the direction of the Electric Operations Manager, and has supervisory responsibilities for a technical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees and participates in the installation, maintenance and operation of hardware and software required for centralized control of electric, water and wastewater systems. Interprets utility policies and operating methods and develops specific E.C.S. procedures. Develops, oversees and conducts operator training and evaluates their performance.

Oversees compliance with NERC standards for real-time, reliability-related tasks on the North American Bulk Electric System through training of personnel and recordkeeping.

Participates in the design of E.C.S. and Substation additions and modifications, schedules generation according to demand, schedules system outages for substation maintenance, coordinates outages with other utilities, manages energy accounting and reporting.

Plans, organizes and directs personnel calibrating, installing, and repairing electric meters. Responds to customer complaints/inquiries and assists in or initiates service connections.

Oversees the maintenance of the Cascade database of every high voltage, communications, and relaying device on the electric system. Prepares, submits and administers budget for sections supervised.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the Utility's participation in power transmission, sales and purchase agreements, the economics of these and options available.

Thorough knowledge of the hardware, software and operating principles of the Energy Control System.

Thorough knowledge of the electric distribution and transmission facilities and characteristics.

Knowledge of water/wastewater system characteristics.

Knowledge of substation construction, design, operation, and maintenance procedures.

Knowledge of high voltage switching procedures.

Knowledge of automated meter reading methods and materials.

Ability to monitor several displays, interpret information regarding system status, analyze and initiate changes under emergency conditions.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in Electrical Engineering and significant experience in centralized computer control of electric power generation, transmission, switching, distribution and metering, or an equivalent combination of

education and experience.