CITY OF ROSEVILLE

ELECTRIC SYSTEM DISPATCHER

DEFINITION

To perform technical duties in coordinating and monitoring electric distribution system reliability and safety on a day-to-day basis; to monitor system load and power transmission into and out of the system; and to originate switching for planned and emergency clearances, load shifting, load reduction, and energizing new equipment.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Electric System Dispatcher series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Senior Electric System Dispatcher in that the latter performs provides technical and functional supervision to the Electric System Dispatcher class and performs duties requiring specialized knowledge.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Electric Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate the system and monitor system reliability using the supervisory control and data acquisition (SCADA) system and system distribution maps; coordinate all switching activities involving electrical sub-stations, overhead and underground transmission lines and all distribution circuits.

Coordinate planned and emergency work within the division and with other City divisions and departments and outside agencies; coordinate response to system alarms and high voltage cable failures; receive trouble calls and dispatch appropriate personnel to problems reported on the electrical system.

Update electrical system maps and diagrams to reflect changes in field conditions; update and modify the SCADA data base and make programming changes as needed.

Perform short term load forecasting to determine daily power requirements for dispatching Load Management Programs and future real-time scheduling functions; implement the Emergency Electric Load Curtailment Plans and Load Management Programs.

Perform various power accounting functions in conjunction with Load Management Programs and real-time energy scheduling using the SCADA system.

Tabulate and issue daily load reports on all substations and circuits; make necessary surveys when required; correct data to account for abnormally high load readings on circuits.

Maintain various reports and logs used by operating and engineering staff; prepare outage reports for scheduled and unscheduled outages; maintain a log of outages for all circuits and recommend corrective action as appropriate.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Algebra, geometry and basic principles of physics including electrical and mechanical theory, AC and DC electricity.

Fundamentals of power flow and electric utility power pooling concepts.

Electric utility practices, equipment and operations, including dispatching techniques.

Principles and practices of work safety in an electric utility environment.

General use and purpose of a SCADA control system.

Basic computer programming concepts.

Ability to:

Perform technical duties in coordinating and monitoring electric distribution system reliability and safety.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problems in the system; identify and locate system issues; interpret work assignments; remember tasks and daily assignments; and explain system issues to other staff.

On a continuous basis, sit at desk/work station for long periods of time; intermittently, twist and reach office equipment; write or use keyboard to communicate through written means; orally give instructions to field staff; and lift and carry weight of 10 pounds or less.

Read electric transmission and distribution maps and drawings.

Read and interpret gages, charts, instruments and other measuring devices to monitor the system.

Maintain logs and operations records.

Work assigned shifts, holidays, and week-ends; be available for callback.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of journey level experience in design, maintenance or operation of an electric utility transmission and distribution system.

AND

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in electrical or an electronics field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

02-09-13
06-17-04
03-31-98
10-01-88 Electric System Dispatcher