



<b>POSITION TITLE:</b>	<b>Power System Operator &amp; GIS Tech (II, Sr)</b>	<b>EXEMPT STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Engineering & Operations	<b>CATEGORY:</b>	Full-Time
<b>LOCATION:</b>	District Office 41630 W Louis Johnson Dr. Maricopa, AZ 85138-5402	<b>SALARY RANGE:</b>	
<b>REPORTING RELATIONSHIP:</b>	Reports to Director of Engineering & Operations	<b>SUPERVISORY RESPONSIBILITY:</b>	Position does not supervise at this time

**DEFINITION:**

The Power System Operator/GIS Technician reports to the Director of Engineering & Operations and provides power system dispatch and GIS services for the ED3 Transmission & Distribution system.

This position will be filled as level II or Senior, based on qualification and experience. The successful Senior Power Dispatcher will meet all requirements of this position description. Level II Power Dispatchers are not required to meet all listed requirements, but it is expected that applicants be able to progress to the Senior level as they gain experience.

**JOB SUMMARY:**

- Responsibilities for this position include but are not limited to:
- Monitor and operate the ED3 Transmission and Distribution (T&D) System.
  - Utilize & help maintain the Electric Power SCADA system
  - Utilize & help maintain the Outage Management System (OMS)
  - Utilize & help maintain the Automated Metering Infrastructure (AMI)
- Coordinate systems and personnel to distribute power across the ED3 T&D System:
  - Supervise and coordinate the operation of the T&D System using radio equipment and smart phones.
  - Assist in determining staffing requirements and call for additional resources during events.
  - Dispatch trouble calls.
  - Issue and administer hotline orders and system clearances.
  - Develop and execute switching orders.
  - Coordinate scheduled and unscheduled outages and restorations.
  - Schedule and coordinate equipment outages and load transfers.
  - Provide records management for all T&D system operations including maintaining the Operations Log, Hot tag Log, Clearance Log, and Outage Log.
  - Coordinate with external utilities during joint operations.
- Communicate and coordinate with the Customer Service Department to provide accurate and timely information for customer support purposes.
- Provide back-shift support of all system operations due to outages or other events.
- Review, maintain, and assist in developing procedures for System Operation, Switching, Clearances, and Tagging.
- Recommend improvements in system operations and maintenance to management.
- Provide technical analysis of system events with the help of the Engineering Department.

**JOB SUMMARY (cont.):**

- Operate and maintain the ED3 Geographical Information System (GIS).
  - Play a key role in the Job Closeout process to ensure new and revised installations are accurately documented in the ED3 GIS prior to closeout
  - Coordinate with Pinal County to maintain the most current geodatabase
  - Develop utility conflict reports Coordinate the process of removing obsolete transformers and power poles from the ED3 System.
  - Coordinate the process of removing obsolete transformers and power poles from the ED3 System.
  - Create and send outage maps for major outages
  - Ensure the OMS is synchronized with the GIS
  - Coordinate with the Engineering and Accounting Groups to provide information for new construction inquiries
  - Provide hardcopy maps from the GIS to Staff as required for special projects & meetings.

**ESSENTIAL FUNCTIONS:**

- Work well independently and as a member of an integrated team,
- Take direction and implement various operational plans & strategies,
- Work effectively with shifting priorities and changing plans.

**ESSENTIAL QUALIFICATIONS:**

Demonstrated abilities:

- A minimum of ten-years of experience with power transmission and distribution system equipment,
- Detailed knowledge of power system operation,
- Thorough understanding of GIS systems.

**SPECIAL REQUIREMENTS:**

- Ability to legally work in the US.
- Able to communicate clearly, confidently, and professionally with staff.

**EDUCATION:**

- Level II and Senior:
  - High School Diploma.
  - Associate in Applied Science (AAS) degree in power dispatch operations/related field or equivalent experience.

**EXPERIENCE:**

- Level II:
  - Five years in Transmission & Distribution system operations.
  - Demonstrated ability to perform more than half of the requirements of this job description.
- Senior:
  - Ten years in Transmission & Distribution system operations.
  - Demonstrated ability to perform all of the requirements of this job description.

**PHYSICAL REQUIREMENTS:**

- Must pass pre-employment drug screening and background check.
- Must be able to remain stationary for prolonged periods.
- Must possess a valid Arizona-issued driver license.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee will work in the Dispatch Center with occasional work from home during backshift outages. It requires little physical activity, and does not require bending or lifting.