

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: System Operator I – Generation

CLASSIFICATION

NUMBER: 022913

GRADE

LEVEL: 08

DEPARTMENT: System Operations

DIVISION: System
Operations &
Planning

LOCATION: Transmountain

JOB PURPOSE:

Under the general supervision of the Manager of System Operations is responsible for the economic dispatch and reliable operation of EPE's generation facilities during normal and emergency system conditions. Also, is responsible for implementing energy schedules, operating the phase shifter, and issuing switching orders for generators operating within EPE's Balancing Area. Applies reliability tools to acquire a situational awareness of anticipated normal and contingency conditions, and develops actions to alleviate abnormal situations. Complies with North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability standards in meeting interchange, load, and generation needs as EPE's Balancing Authority.

EDUCATION AND/OR SPECIAL TRAINING:

1. Bachelor Degree from an accredited college or university in Engineering; Minimum of an Associate Degree in Engineering Technology; or other analytical/technical field with basic knowledge of electric theory or power systems; or an equivalent combination of related training and experience.
2. One (1) year experience as a System Operator Trainee, or an equivalent level of experience on an interconnected electrical system (two (2) years).
3. Must obtain NERC Balancing Interchange (BI) certification or NERC Balancing, Interchange, and Transmission Operator (BIT) certification within one (1) year of hire date.
4. Successfully completes System Operator I - Generation Examination within one (1) year of hire date.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Basic knowledge of electrical principles, procedures and components, power system operations including power plant operations, fundamentals of alternating current circuits, and electrical safety policies and procedures.
2. Working knowledge in the use of personal computers, and ability to learn specialized software applications.
3. Ability to project current system conditions to future projections and take appropriate action.
4. Ability to monitor and apply control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
5. Ability to communicate effectively, both orally and in writing.
6. Must have the ability to communicate in English fluently with all operating personnel responsible for the real-time generation control and operation of the interconnected Bulk Electric System.
7. Ability to establish and maintain good working relationships with officers, managers, fellow employees, representatives of other utilities, outside consultants and the public.
8. Ability to maintain a strong sense of propriety concerning confidential matters.
9. Ability to work rotating shifts, as required.
10. Ability to build relationships and foster teamwork.
11. Ability to travel for training, seminars, and to represent EPE at industry-related meetings.

REPORTS TO: Manager - System Operations

APPROVAL:

DATE: 9/11

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TITLE:	System Operator I – Generation	CLASSIFICATION NUMBER:	022913	GRADE LEVEL:	08
DEPARTMENT:	System Operations	DIVISION:	System Operations & Planning	LOCATION:	Transmountain

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing a personal computer with keyboard and track-ball/mouse, Energy Management System (EMS) and OASIS & E-tagging systems, telephone, radio equipment, Dictaphone DVD recorder, and/or other system control equipment.

1. Under the supervision of the senior System Operator - Generation on duty is responsible for the economic dispatch and reliable operation of EPE's generation facilities during normal and emergency system conditions.
2. Initiates appropriate action in the event of an emergency to return the system to safe and reliable operation. (See Authority of System Operator)
3. Works with the Power Marketing Department and Real-time schedulers to coordinate and schedule energy resources to meet system load requirements.
4. Enters energy schedules into EMS for committed sales and purchases.
5. Responsible for tracking unit commitment and economic dispatch, as well as, ensuring generators operate under Automatic Generation Control (AGC).
6. Issues switching orders to bring on line EPE local generators or Southern New Mexico generators operating within the EPE Balancing Area.
7. Maintains accurate records and logs of system generation, loads, and transactions with other utilities.
8. Monitors generation conditions by way of alarms, telemetry, status, modes of operation, etc.
9. Assists in preparing reports for management, other utilities, and reserve sharing groups on system disturbances, emergencies, or any unusual operating condition or action.
10. Adheres to all FERC rules and regulations regarding Standards of Conduct.
11. Provides updated information of any significant system events to appropriate recipients using EPE's paging system.
12. Operates the phase shifter and adjusts relevant system variables to maintain adequate El Paso Import Capability (EPIC).
13. Communicates abnormal system conditions to the WECC Reliability Coordinator (RC).
14. Reviews and approves Power Marketing's daily Resource Plan (unit commitment).
15. Tracks and makes daily adjustments to primary inadvertent, and performs time-error corrections as requested by WECC.
16. Complies with all applicable Company policies, procedures and code of ethics as well as all applicable governmental laws and regulations to include employment, safety and environmental standards and regulations.

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AUTHORITY OF SYSTEM OPERATOR:

During normal and emergency conditions, El Paso Electric Company System Operators have the authority, following NERC and WECC reliability standards, to take or direct timely and appropriate real-time actions. Such actions shall include shedding of firm load to prevent or alleviate System Operating Limit violations and/or Reliability Operating Limit violations. These actions are performed without obtaining authority from higher-level personnel within El Paso Electric Company.

OTHER JOB FUNCTIONS:

Performs other related tasks that are not included, but are within the context of duties defined.

ENVIRONMENTAL DEMANDS:

The incumbents in this classification are not substantially exposed to adverse environmental conditions; primary work environment is typically of an office or administrative nature.

PHYSICAL DEMANDS:

1. Sedentary work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. This position will require sitting most of the time.
2. Walking: Moving about on foot to accomplish tasks.
3. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
4. Talking: Expressing or exchanging ideas by means of the spoken word; those activities in which detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
5. Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
6. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
7. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis of data, figures and graphs, accounting, transcription, computer terminal, System Map Board, telephone, dispatching radio.

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REVIEWED BY:

EMPLOYEE RELATIONS REPRESENTATIVE _____

Revised 09/11

ATTRIBUTES:

1. Ability to communicate well.
2. Ability to handle multiple tasks under pressure.
3. Ability to perform shift work.
4. Strong analytical, problem solving and mathematical skills.

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