

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: System Operator III – Transmission **CLASSIFICATION**
NUMBER: 022919 **GRADE**
LEVEL: 11

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 safe, efficient, and reliable operation of EPE’s transmission and distribution systems. Also, responsible for working with operating and field personnel to safely restore customer load, isolate equipment for maintenance, issuing hot line holds and clearances, and directing/monitoring switching procedures. Applies reliability tools to acquire a situational awareness of anticipated normal and contingency conditions, and develops appropriate responses to correct problems and stabilize the interconnected system. Maintains the Western Electricity Coordinating Council (WECC) Coordinated Outage System (COS), documents standardized processes, reviews all scheduled switching procedures, and ensures open switching orders are expeditiously addressed and closed. Coordinates and executes routine and emergency procedures, as well as, power restoration plans in accordance with EPE General Orders, and North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability standards.

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. Five (5) years’ experience as a System Operator II - Transmission, or an equivalent level of experience on an interconnected electrical system (ten (10) years).
3. Must obtain NERC Balancing, Interchange, and Transmission Operator (BIT) certification within one (1) year of hire date, or maintain certification.
4. Successfully completes System Operator III - Transmission Examination within one (1) year of hire date.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Advanced 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, 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.

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9. Ability to work rotating shifts.
10. Ability to build relationships and foster teamwork.
11. Ability to travel for training, seminars, and to represent EPE at industry-related meetings.

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 Open Access Same-time Information System (OASIS), Transmission Outage Application (TOA), telephone, radio equipment, Dictaphone DVD recorder, and/or other system control equipment.

1. Responsible for operating the transmission and distribution systems as safely and reliably as possible while adhering to current NERC and WECC policies and procedures.
2. Initiates appropriate action in the event of an emergency to return the system to safe and reliable operation. (See Authority of System Operator). This action may involve the shedding of firm load on a manual or timed rotational basis.
3. Works with operating and field personnel to safely restore customer load, isolate equipment for maintenance, issue hot line holds and clearances, and direct/monitor switching procedures.
4. Enters requests and data into the Transmission Outage Application (TOA) and monitors TOA for the processing of job requests, switching orders, hot line holds and clearances, studies, and coordination of work with adjacent utilities.
5. Responsible for posting outages on the OASIS and ensuring the accuracy of the outage postings; and responsible for posting scheduled transmission outages on WECC's Coordinated Outage System (COS).
6. Acquires and maintains a comprehensive knowledge of EPE's transmission system including EPE's capacity rights, as well as, an understanding of EPE specialized relay protection schemes.
7. Ensures adherence to System Operating Limits (SOL) specifically limits associated with PATH 47 and, as Operating Agent for Southern New Mexico (SNM), ensuring that other SNM entities curtail to their apportioned import amounts during system emergencies.
8. Coordinates and executes routine and emergency procedures and power restoration plans.
9. Maintains situational awareness by using the State Estimator or Dispatcher Load Flow to perform contingency analysis ("what ifs") and identify potential problems on the system.
10. Maintains accurate records and logs of transmission outages associated with other utilities.
11. Monitors system conditions by way of voltage profiles, alarms, telemetry, equipment status, System Operating Limits (SOL) limits, EMS applications, etc.
12. Assists in preparing reports for management, other utilities, and reserve sharing groups on system disturbances, emergencies, or any unusual operating condition or action.
13. Adheres to all FERC rules and regulations regarding Standards of Conduct.
14. Provides updated information of any significant system events to appropriate recipients using EPE's paging system.
15. Utilizes PI Historian, the Monthly Load Report, Outage Disturbance Monitor (ODM), and the EMS call-back option to determine feeder loading; and utilizes the Telemetric Remote Access system to control distribution devices such as reclosers and distribution capacitors.

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16. Operates the phase shifter and coordinates with the System Operator - Generation any adjustments required in order to maintain adequate El Paso Import Capability (EPIC).
17. Operates the HVDC tie as well as its associated Static VAR Compensator to import or export power to the Southwest Power Pool region.
18. Communicates abnormal system conditions to the WECC Reliability Coordinator (RC).
19. Maintains the WECC Coordinated Outage System (COS), documents standardized processes, reviews all scheduled switching procedures, and ensures open switching orders are expeditiously addressed.
20. 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.

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.

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- 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.

REVIEWED BY:
EMPLOYEE RELATIONS REPRESENTATIVE _____
Revised 09/11

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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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