

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE:	Supervisor - System Control	CLASSIFICATION NUMBER:	014271	GRADE LEVEL:	12
DEPARTMENT:	System Operations	SECTION:	System Control (Transmission Function)	Reliability	
DIVISION:	Transmission & Distribution	LOCATION:	Transmountain		

JOB PURPOSE:

Under the general supervision of the Assistant Vice President of System Operations, is responsible for supervising the system controllers to provide and insure the safe and reliable delivery of energy to EPE's customers in the most cost efficient manner.

EDUCATION AND/OR SPECIAL TRAINING:

Bachelor's Degree from an accredited college or university in Electrical Engineering; or an equivalent combination of related training and experience.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Six (6) years experience with an electric utility in a related capacity.
2. Extensive knowledge of power systems including transmission, distribution, and power plants.
3. Extensive knowledge and understanding of various systems in use such as OASIS, SRSG, E-Tags, and EMS Advanced Applications.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to maintain a strong sense of propriety concerning confidential matters.
6. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees and the public.
7. Availability to work irregular hours and be responsive to department emergencies which occur during irregular business hours and/or on a twenty-four (24) hour basis.
8. Ability to become certified as a System Controller by passing both the NERC exam and the WSCC exam within one year of hire.

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing CRT, personal computer with keyboard, telephone, radio equipment, phone line recorder, advanced EMS computer system and system peripherals.

1. Develops System Controllers by providing training on all generation, transmission and distribution aspects of their job with the requirement to have all System Controllers pass the certification exams given by NERC and by WSCC.
2. Supervises the System Controllers in their responsibilities of generation, transmission, and distribution control functions.
3. Supervises the Controller's operation of the transmission system to insure safety and reliability.
4. Supervises the Controller's in their production and review of switching orders to insure safe operation of energized equipment and lines.
5. Coordinates line, station, and plant maintenance with the operation of the system to insure reliable operation.

REPORTS TO: AVP - System Operations

APPROVAL:

DATE: 01/04

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6. Works closely with the construction and maintenance personnel to schedule manpower needed for restoration of the system following storm or other disturbances.
7. Supervises the System Controllers in their responsibility to restore service after emergencies and handle all special requests of customer restoration priorities.
8. Supervises the System Controllers and coordinates with Marketing in the economic commitment of EPE's local generation to reliably produce power at the lowest possible cost.
9. Supervises the System Controllers in the selling of transmission and ancillary services on the OASIS.
10. Works closely with other utilities to coordinate outages of lines, generation and other equipment that will effect them or EPE; to resolve differences resulting from operations or transactions; and to exchange operating information.
11. Provides input to other departments pertaining to fuel usage and fuel purchase requirements.
12. Assists in the maintenance of all hourly system parameters to insure accurate departmental records.
13. Works closely with the Supervisor of System Support, Supervisor Bulk Power Accounting and Supervisor of System Planning to insure the safe and efficient operation of the department.
14. Provides raw data to be used in daily reports of system activity and statistics that are distributed to Company management.
15. Supervises the operations, maintenance and updates of the System Map Board to include the design and procurement of replacement parts.
16. Produces periodic reports on System operations to meet reporting requirements of WSCC, SRSG, and NERC.
17. Supervises the System Controllers in their utilization of E-Tags for all transactions and in their utilization of OASIS to post and sell transmission capability.
18. Oversees coordination of generating unit and tie line maintenance schedules with other departments and companies as required.

OTHER JOB FUNCTIONS:

1. Trains and develops System Controllers
2. Represents El Paso Electric on various committees as required.
3. Serves on inter-departmental committees as required.
4. Performs other related tasks that are not included, but are within the context of duties defined.

ENVIRONMENTAL DEMANDS:

1. 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:

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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, including the human body. This position will require sitting most of the time.
2. Fingering: Typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
3. 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.
4. Walking: Moving about on foot to accomplish supervisory tasks for periods of time.
5. Hearing: Ability to receive detailed information through oral communication and relay correct information to staff.
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 the preparation and analysis of data, figures and graphs, accounting, transcription, computer terminal, System Map Board, telephone and dispatching radio.

REVIEWED BY:
EMPLOYEE RELATIONS AND DEVELOPMENT _____

Revised: 03/18/98
Revised 11/00

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ATTRIBUTES:

1. Ability to effectively discriminate between a multitude of immediate tasks and focus on the most critical task as it relates to the reliable operation of the transmission system.
2. Ability to remain calm under pressure during system emergency conditions.
3. Ability to communicate with employees, officers, managers, supervisors, as well as the general public with tact and diplomacy during stressful system emergency conditions.
4. Ability to utilize good judgment under pressure.
5. Ability to handle multiple tasks of different priorities while meeting deadlines.
6. Ability to lead employees to better performance under normal and emergency conditions.

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