

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Assistant Vice President - System Operations	CLASSIFICATION NUMBER: 010056	GRADE LEVEL: 15
DEPARTMENT: System Operations	DIVISION: System Operations & Planning	LOCATION: Stanton Tower

JOB PURPOSE:

Under the general supervision of the Vice President of Systems Operations & Planning, is responsible for the administration of policies and procedures, the supervision of departmental operations and planning and forecasting functions, and the coordination of the overall functions of the System Operations Department.

EDUCATION AND/OR SPECIAL TRAINING:

1. Bachelor's Degree from an accredited college or university in Engineering.
2. Professional Engineering (PE) Certification required within 1 year of hire date.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Ten (10) years experience in a highly responsible Engineer capacity with the operation and design of electrical power systems is preferred, of which five (5) should have been in a supervisor capacity.
2. Demonstrated ability to communicate effectively, both orally and in writing.
3. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representatives of regulatory agencies, representatives of other utilities, outside consultants and the public.
4. Ability to maintain a strong sense of propriety concerning confidential matters.

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing; CRT, personal computer with keyboard and/or mouse, photocopy and facsimile machine, telephone, calculator, and other related equipment.

1. Administers the posting of transmission information, maintenance of data, and selling of transmission and ancillary services on the OASIS.
2. Serves as Operating Representative on inter-utility projects as well as other reliability-based committees such as Western Electricity Coordinating Council or the Southwest Reserve Sharing Group.
3. Directs, communicates, and applies operating guides and emergency procedures for the operation of the system under all types of conditions.
4. Represents the company in matters relating to System Operations, Load Research, Load Forecasting, and Planning before governmental or regulatory organizations, inter-utility committees, regional transmission organizations, utility trade association, and civic and professional organizations. This includes testifying as a company witness as required.
5. Directs and provides for the training of System Operations, Planning, Load Research, and Load Forecasting staff.
6. Directs the maintenance of all hourly System Operations' parameters.
7. Directs the development and evaluation of EPE's Load Research work.
8. Directs the development and evaluation of EPE's Forecast of Annual Load levels for use by other areas of the company such as Finance and Energy Resources.

REPORTS TO: VP- System Operations & Planning **APPROVAL:**

DATE: 07/09

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9. Directs the development and evaluation of short term load forecasts for daily operations.
10. Directs the development and administration of policies and procedures for switching orders to maintain system security and employee safety.
11. Directs the preparation of the System Operations Capital and Operations & Maintenance Budgets.
12. Directs the maintenance of records for switching requests, system electrical events, outages, and system costs.
13. Directs the maintenance of records for planning work to include databases, mapping, reports done for EPE or done for transmission or generation interconnections.
14. Studies new methods and procedures which serve to keep the Department technically current and implements changes as needed.
15. Develops necessary interfaces with other departments.
16. Oversees the administration of the Department's Compliance Calendar.
17. Responsible for ensuring the enforcement of and compliance 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.

OTHER JOB FUNCTIONS:

1. 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 subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.

PHYSICAL DEMANDS:

1. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
2. Standing: Particularly for sustained periods of time.
3. Walking: Moving about on foot to accomplish tasks.
4. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
5. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
6. 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.
7. 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.
8. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
9. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis.

REVIEWED BY:

REPORTS TO: VP- System Operations & Planning	APPROVAL:	DATE: 07/09
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EMPLOYEE RELATIONS REPRESENTATIVE _____
Revised: 04/03

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ATTRIBUTES:

1. Experience with generation, transmission and distribution system's design and operations.
2. Successful managerial or supervisory experience.
3. Knowledge of transmission and distribution operation principles.
4. Knowledge of physical system interfaces and contractual commitments with other utilities.
5. Efficiently direct resources to assure effective utilization of staff, equipment and allocate budgeted funds to achieve maximum results.
6. Effectively coach, lead and direct the departmental team to perform at the optimum level.
7. Innovative and creative problem solver to assure staff is maintaining section goals.
8. Coordinate and ensure staff skills are developed to meet future challenges.
9. Effective Team Builder
10. Effective Mentor
11. Holds self and others accountable
12. Consistently achieves business results for all of his managers/supervisors

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