



## JOB POSTING

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**Job Title:** System Operator III

**Location:** Kaufman, Rotating Schedule  
Bi-Weekly Shift from 12A-12PM working Monday, Tuesday, Saturday and Sunday on week one  
Wednesday, Thursday and Friday on week two

**Posting Date:** 2/01/24 – until filled

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### Job Summary

This individual will be responsible to coordinate and control the distribution of power to ensure safe and dependable service within Cooperative guidelines. Each System Operator has the responsibility and authority to take actions that are needed to ensure the reliability of the Cooperative's electric system and alleviate operating emergencies through clear and concise radio and/or phone communication with field forces. Actions to include operating Supervisory Control and Data Acquisition (SCADA), Outage Management System (OMS), Automated Meter Infrastructure (AMI) and shedding firm load.

### Essential Functions & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receive, analyze, and dispatch emergency work request related to system trouble. In collaboration with the appropriate supervision, dispatch work requests to field personnel, engineers, technicians and contractors as required to restore the system to normal as expeditiously as possible, while maintaining safe conditions for employees, using applicable call-out procedures.
- Ability to navigate, comprehend, compare, and interact with digital maps. Develops understanding of utility electrical connectivity from a source to load.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.

- Check system map for correctness and forward corrections to the mapping department. Make changes to the OMS model to reflect additions and removal of equipment.
- Operates computers utilizing spreadsheets, databases, word processing software, utilizes telephones, faxes, voice, email, radio, and telecommunication equipment.
- Operates and trouble-shoots automated systems designed to enhance the efficiency of the dispatch center.
- Maintains a chronological log of system conditions, clearances, hotline orders, radio communications, breaker operations, and all pertinent conditions while maintaining safe conditions for employees.
- Ensures that switching, tagging and work activity conforms to safety rules and instructions are received correctly over the two-way radio and/or phone by requiring that field forces repeat the information and instructions given using three part communication.
- Recognize and report pertinent system disturbances and activities to management team of Dispatch, Operations and Engineering.
- Exercises control over the distribution power system utilizing SCADA and operates remote equipment by supervisory control and computer interface to the remote station, but limited to auxiliary relay controls and opening relay in emergency situations around the clock.
- Provides technical support to Operations field personnel relating to electronic dispatch systems.
- Notify personnel in areas such as Operations, Engineering, Customer Service, etc. of the need to respond to issues related to their areas.
- Communicates and coordinates with our Generation and Transmission provider (Rayburn Country) operators of inter-connected power systems/generation stations to solve mutual problems.
- Generates and maintains hourly, daily, monthly, and yearly statistics as well as reports on system load.
- Working rotating shifts covering the control room 24/7, including weekends and holidays. Shifts may vary between 8-12 hours. Occasional overtime is required for storm events and major outages.
- Performs a variety of building security and substation security functions such as monitoring various areas of the buildings and substations via closed-circuit cameras.
- Complete accurate billing functions related to connects, disconnects and reconnects of customer's accounts.
- Receives calls from 911 centers concerning dangerous situations related to utility facilities.
- Perform any other duties as assigned by the Dispatch/AMI Superintendent, Assistant Engineering Manager of Automation, Engineering Manager, Director of Engineering & Operations, Asst. General Manager/ COO and/or General Manager/CEO

### **Knowledge & Skills**

- Communication Skills
- Leadership Skills
- Analytical Skills
- Must demonstrate ability to learn terminology unique to electrical system operation.
- Knowledge of emergency procedures
- Basic knowledge of electrical theory, substation equipment and operations, relay/communications, Cooperative electrical system, its safety rules, operating instructions and system operator criteria
- Read, write and solve mathematical equations including basic algebra

- Making sound and logical decisions
- Communicate using various mediums
- Basic computer skills and enter data at a minimum for 25 wpm
- Coordinate a minimum of 10 field service crews without direct supervision or assistance

### **Preferred Education & Experience**

- High School graduate or equivalent
- Handling emergencies by telephone in a high stress environment
- Two years work experience in the utility industry or a minimum of five years work experience.

### **Requirements**

- This job requires adherence to work schedules, call-outs and overtime. If required to drive, must possess a valid drivers' license and remain insurable by the Cooperative's automobile insurance carrier.
- Working rotating shifts covering the control room 24/7, including weekends and holidays. Shifts may vary between 8-12 hours. Occasional overtime is required for shift coverages, storm events and major outages.
- Bi-weekly shift from 12AM-12PM working Monday, Tuesday, Saturday and Sunday on week one and Wednesday, Thursday and Friday on week two

### **Work Environment**

This job operates in a professional office environment, routinely uses standard office equipment with frequent exposure to the outdoors. May be required to travel as needed.

### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Sitting, standing, walking and use of hands to handle and feel objects. Frequently will be required to reach, stoop, kneel, talk and hear. Frequently will lift up to 25 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to focus.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

## **How to Apply**

Internal candidates are to notify the Human Resources Department of their interest.

External candidates may apply at any TVEC office, [www.tvec.net](http://www.tvec.net), submit application/resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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