

JOB DESCRIPTION FORM

Division/Department	Hydro
Location	Gothenburg
Job Title	System Control Operator I/II
Reports to	Electrical Superintendent

Control Range Level 1 <u>12(5)</u> Level 2 <u>15(5)</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
---	--	--

POSITION DESCRIPTION

- Level 1 - Performs routine maintenance and inspection on electrical and mechanical equipment in hydro plants and substations. Keeps the hydro plants and substations neat and clean. Fill System Control Operator shifts, as needed under supervisor's direction. Must acquire and maintain certification as a high voltage switchman. Safely perform high voltage switching as required. Make out reports and maintain the necessary files as directed and required.
- Level 2 –Remotely monitor and operate all hydro plants and associated equipment, all gates on the supply canal, the dam at Keystone, and all automated gates and pumping stations in the Phelps, E-65 and E-67 canal systems. Similar duties to Level 1 during the extra shifts.

EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- One-year of vocational or trade school education, preferably electrical
- Certified switchman or able to be certified to switch up to 115 KV
- Maintain a valid Nebraska driver's license with a responsible driving record
- Subject to a criminal background check

ESSENTIAL JOB FUNCTIONS

Level 1

- Responsible for the general inspection, maintenance and cleaning of the Supply Canal hydro plants, substations and communications buildings.
- Fill out reports and maintain files as directed.
- Acquire and maintain certification as a high voltage switchman. Safely perform high voltage switching as required.
- Assist with maintenance projects as assigned.
- Be able to operate the SCADA system to control hydro plants, substations and canals sufficiently to intermittently fill shifts at the Gothenburg Control Center.

Level 2 – (In addition to Level 1)

- Understand and use the SCADA system for the supervisory monitoring and operation of all hydro plants and associated equipment, all gates on the supply canal, the dam at Keystone, and all automated gates and pumping stations in the Phelps, E-65 and E-67 canal systems.

- Be familiar with the above listed facilities and the employee's responsibility for them so as to identify malfunctions and deficiencies due to emergencies, communication loss, or equipment failure or damage, notify proper personnel of such problems and, as applicable, take necessary remedial action to rectify the situation and return normal operational status.
- Operate a hydro plant on-site, if required.
- Monitor all communications channels. Verify water and gate conditions with other District personnel responsible for their operation.
- Coordinate operations with the District water manager, NPPD Dispatcher and water managers from other entities as required. Understand and execute provisions of all mandated operational programs (federal, state, District, etc.) that require operator involvement. Make adjustments to generation schedules by utilizing spreadsheets and any other information provided by the District water manager.
- Comply with directives from Balancing Authority (NPPD), Transmission Operator (NPPD/SPP) and Reliability Coordinator (SPP) to address reliability issues with the transmission system.
- Comply with required coordination and communication requirements regarding transmission and generation systems. Convey required coordination and communication information to the Balancing Authority (NPPD), Transmission Operator (NPPD/SPP) and Reliability Coordinator (SPP). Complete all required reports and maintain the necessary knowledge of operation of the transmission and generation protection systems.
- Maintain all required levels of security for the control center and any monitored hydro and substation facilities. Maintain security records and report any unauthorized activity as required.
- Understand and be able to fully utilize computer equipment associated with control center operation including the use of a word processor, spreadsheet, intranet, and file organization utilities.
- Understand and use basic electrical and mechanical test and measurement equipment and tools related to the operation and maintenance of the hydroelectric generation, water conveyance and communications facilities.
- As required, demonstrate knowledge and ability in key skill areas through assessment and testing by District developed or District acquired means.
- Answer and direct telephone calls when main office is closed.

LIVING REQUIREMENTS

- Live in the general area of District facilities, as depicted in the attached exhibit B to provide adequate response time to emergency situations.

WORK ENVIRONMENT

- Strong interpersonal communication skills needed to coordinate operations with NPPD and District personnel
- Natural work hazards associated with high voltage and generating equipment
- Occasional work from man-lift, bucket truck or scaffolding
- Rotating shift hours is required when working in the Gothenburg Control Center
- Occasional unusual working hours due to emergencies
- Mild work stress associated with time pressures, emergency situations, and/or changes in work priorities
- Occasional uncontrollable interruptions and distractions to planned work
- On-call status during off hours, holidays and weekends
- Strong physical, emotional, and mental stamina required to work long hours under harsh working conditions

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			x	
11-15 lbs			x	
26-50 lbs		x		
51-75 lbs		x		
76-100 lbs		x		
+100 lbs		x		

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision		x		
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)			x	

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling			x	
Pulling			x	
Pushing			x	
Sitting			x	
Standing			x	

REVIEWED BY

Personnel Committee

Date

APPROVED BY

Title General Manager

DATE APPROVED

REVISED DATE

CENTRAL NEBRASKA PUBLIC POWER AND IRRIGATION DISTRICT PROJECT MAP

