



System Operator

Crow Wing Power is seeking an enthusiastic, highly qualified applicants for the position of System Operator. Applicants should possess in depth knowledge of electrical distribution systems and components, have excellent communication skills, participate effectively in a team environment, and react favorably in emergencies and stressful situations. Responsibilities include: addressing member calls, processing underground facility locate requests, dispatching line personnel, reading and understanding GIS mapping, administration of the outage management system, outage restoration and coordination, operating and monitoring SCADA, and formulating and communicating switching orders.

QUALIFICATION/REQUIREMENTS:

- Must have a high school diploma or equivalent
- Knowledge of electric distribution system
- Must possess a valid driver's license
- Excellent interpersonal and communication skills
- Demonstrate computer proficiency
- Ability to work well with others and fellow employees under pressure

PREFERRED QUALIFICATIONS:

- Two year technical degree or higher
- Knowledge of National Electric Safety Code/NEC
- Ability to read maps and update electronic maps of the electric distribution system

Crow Wing Power is a member owned electric distribution cooperative, which serves more than 37,000 members in a three county region, in the central Minnesota lakes area. We are a progressive, diversified utility located in beautiful Brainerd, Minnesota.

We offer an excellent benefits package and competitive salary.

Medical exam, drug test, and background checks will be processed upon offer of employment

Accepting applicants until July 20, 2018 or until filled

Please send application and resume to:

Crow Wing Power

Human Resources

PO Box 507 Brainerd, MN 56401

hr@cwpower.com Fax: 218-825-2697

This institution is an equal opportunity provider and employer.



Position Description

Job Title: System Operator

Position/FLSA Status: Full-time/Non-Exempt
Department: Operations
Reports to: Manager of Engineering
Location: 17330 State Highway 371 Brainerd MN 56401
Date Issued: June 2018
Date Revised: June 2018

Summary: To monitor the daily activities of the system control room, including monitoring and operating the supervisory control and data acquisition system (SCADA), receiving and dispatching trouble calls, assisting trouble crews in fault isolation, and restoration of service. Prepare, review, and implement switching orders to safely and efficiently restore system outages.

Responsibilities:

- Monitors SCADA and outage management systems to be able to respond to circuit outages
- Monitors and records daily outage reports and takes action to keep outage times and frequency to a minimum
- Develop and issues switching orders while taking into account system loading and operating limitations
- Analyzes multiple trouble calls to determine which protective device is most likely affected and coordinates activities with field personnel
- Constantly monitors and analyzes alarms generated by SCADA, developing action plans, recommending solutions and implementing actions as appropriate
- Organizes and prints power restoration tickets
- Processing underground facility locate requests
- Issues and releases hot line tags and maintains logs
- Maintains and troubleshoots communication and operational problems and recommends and implements system changes, upgrades & repairs as necessary
- Informs other system operators of line feed changes that may be temporary or permanent
- Monitors system and circuit loading, recommending switching and line feed changes
- Initiates emergency feed changes to ensure system stability
- Assists members with problems and complaints or may contact appropriate supervisor to expedite solution
- Completes and distributes outage reports and maintains system outage database
- Records all system operations, switching orders and subsequent issuance of clearance for work on the system
- Required to maintain an accurate and complete log of outage activities
- Issues clearances on electrical equipment and power lines for testing and other work
- Maintains radio and phone contact with field units at all times or makes frequent checks of SCADA for indication of system trouble
- Ensures easements are recorded and filed correctly
- Ensures annual new service report database is up to date
- Other duties as assigned

Knowledge, Skills, and Abilities

- Ability to gain detailed knowledge of Crow Wing Power's system including road and line feeds
- Knowledge of distribution system operation including familiarity with the operation and limitations of substation and line equipment controls and devices
- The skill to have a high degree of concentration and sound decision making ability while working under pressure to direct service restoration in large and wide scale outages and disasters
- Knowledge of computers and common office software
- Ability to communicate clearly by radio and by telephone
- Minimum working knowledge of utility systems, construction, operations and maintenance
- Ability to read and understand the GIS mapping system and update as needed

- Knowledge of the National Electric Safety Code
- Excellent interpersonal and communication skills

Education/Experience Requirements

- High school diploma required
- Knowledge of electric distribution systems is required
- Requires experience with distribution system operation
- Two year technical degree or higher preferred
- Cooperative experience is preferred

Basic Requirements

- Hold a valid driver's license in the state of Minnesota
- Take initiative of projects and hold one's self accountable for workload with minimal supervision
- Deal with stresses related to work events
- Must be available to occasionally work weekends and evenings in the event of a major storm

Physical Requirements

- Withstand sitting for long periods of time while looking at a computer screen
- Occasional bending, reaching, and light lifting
- Continuously uses speaking to communicate with members, coworkers and others while conducting work activities