

Senior Electric Distribution Dispatcher

Nature and Purpose of Work:

Single position in this class applies knowledge of the electric distribution system and an Outage Management System (OMS) of remote data acquisition and distribution system control to train, supervise and participate in the work of Distribution Dispatchers. Incumbent works under the supervision of Electric Transmission and Distribution Operations Supervisor, independently decides crew and equipment to be dispatched, whether to notify supervisor depending on severity of events, and has supervisory responsibilities for five regular employees in the class Electric Distribution Dispatcher.

Illustrative Examples of Work: (These examples are not a comprehensive list of all tasks, some may not be listed and all listed may not be performed regularly, depending on business needs.)

Trains, schedules and participates in the work of dispatching crews, in response to emergency and non-emergency calls, for electric transmission & distribution, meter shop, meter services delinquent accounts, water and wastewater operations, warehouse, substations and energy control, and in response to reports of problems from public, while maintaining complete written or digital records. Coordinates response to events that involve utility installations or requiring utilities' assistance, with other departments or outside agencies.

Applies knowledge of the Outage Management and Mobile Management computer control and communications systems to open switches, sectionalize lines, and control the distribution system. Initiates switching orders, submits for approval and implementation.

Monitors the transmission and distribution feeder operations via SCADA, manually logs information, records feeder operations to computer applications, obtains clearance numbers, notifies respective supervisors, initiates mass test messages to department heads, managers, media personnel and selected supervisors / field personnel to notify them of occurrences. Activates automated phone message system to respond to callers regarding outages to inform them of ongoing work. Monitors and informs all linemen working on feeder, informs them of information provided by OMS, decides whether to lift clearance with SCADA, takes all necessary actions for linemen's safety.

Works with development of outage management system, attends training on the system, conducts training on the system for Dispatchers. Questions Dispatchers as to various situations affecting the distribution system, evaluates answers, provides additional training as needed. Maintains a handbook for Dispatchers, performs annual performance evaluations, remains available to them at all hours to answer questions and provide assistance as needed. Manually logs contractor work hours and locations daily. Performs related work as required.

Necessary Knowledge, Abilities and Skills:

Considerable knowledge of electric distribution construction and maintenance methods and materials, the location and characteristics of electric distribution facilities.

Considerable knowledge of the Outage Management application and system, Mobile Management system, and use of all computer, voice and digital communications equipment used by the crew dispatching office.

Ability to train and explain, to assess progress of new employees and address weaknesses in their knowledge of the system, its operation and appropriate response to outages.

Ability to work after hours and on weekends as needed and take appropriate actions in unusual events.

Ability to form and maintain constructive relationships with employees, managers, regulatory staff, auditors and outside professionals.

Desired Education and Experience:

High school supplemented by coursework related to electric distribution construction and operations and / or prior substantial prior working experience in the field of electric utility distribution system control and data acquisition, or an equivalent combination of education and experience.

Apprenticeship

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements established by the Lafayette Utilities System within two (2) years for continued employment.