TITLE: Electric Systems Dispatcher

DEPARTMENT: Operations

REPORTS TO: Systems Supervisor

POSITION SUMMARY AND MAJOR RESPONSIBILITIES:

Assists the system supervisor and other operations supervisors to maintain the central communications and control point for all VEC personnel during regular business hours and share responsibility for after hours outage calls as required.

Maintain current knowledge of the system status regarding outages, line switching, personnel location, equipment availability, etc. Keeps other operating personnel informed of system status.

Coordinates maintenance and line switching with other area utilities.

Monitor and operate the Supervisory Control and Data Acquisition system (SCADA), the automated distribution system, the advanced metering system (TWACS), load management system, data processing system and telecommunications systems.

Maintain and update the dispatch mapping systems, customer records, operational & maintenance records, etc.

Maintain complete and accurate outage records. Manages & dispatches One-Call line locations.

Knowledge, promotion, and enforcement of all applicable operating regulations, procedures, and safety policies.

Knowledge, promotion, and enforcement of VEC’s member and employee policies and procedures.

Knowledge of construction and maintenance practices of transmission and distribution systems. Application of RUS construction specifications, National Safety Code requirements and other operating codes that may apply.

Maintains current listings, contacts, and procedures for emergency services, outside contractors, disaster operating plans etc.

Supervision of assigned employees. Approval of time sheets and authorizes overtime and vacation of assigned employees.

Act as VEC spokesman in area of responsibility.

Perform other duties and activities as may be assigned from time to time.

Preferred Qualifications:

Knowledge and experience with electric power systems
Technical degree in the area of electrical technology, electric transmission systems, or electric line work
Experience in an electric or emergency type dispatch call centers
Excellent oral and written communication skills
Experience with Microsoft Office applications and geographic mapping software