

# VERMONT ELECTRIC COOPERATIVE, INC.



THIS NOTICE IS TO ANNOUNCE THAT WE ARE CURRENTLY  
ACCEPTING APPLICATIONS FROM WITHIN THE COMPANY FOR THE  
POSITION OF

## **SYSTEM OPERATOR TRAINEE**

**LOCATION: JOHNSON**

THE JOB DESCRIPTION FOR THIS POSITION IS ATTACHED TO THIS  
NOTICE. EMPLOYEES INTERESTED IN APPLYING SHOULD SUBMIT A  
COVER LETTER AND RESUME AND/OR A COMPLETED  
EMPLOYMENT APPLICATION TO:

VERMONT ELECTRIC COOPERATIVE, INC.  
ATTN: SARA HENN, HUMAN RESOURCE GENERALIST  
42 WESCOM RD., JOHNSON, VT 05656

APPLICANTS WHO MEET MINIMUM QUALIFICATIONS MAY RECEIVE  
AN INTERVIEW.

**Vermont Electric Coop, Inc.**  
**Job Description**

**Job Title:** System Operator Trainee  
**Reports To:** Manager of System Operations  
**FLSA Status:** Non-exempt  
**Union Status:** IBEW  
**Salary Range:** Per contract  
**Approved By:** Chief Operating Officer  
**Approved Date:** December 2004  
**Revision Date:** August 2008

**SUMMARY**

The employee will obtain the knowledge and skills necessary to interact with customers on service problems and dispatch line personnel to restore power and correct service problems. The employee will become familiar with monitoring and recording power system flow process. The employee will also become familiar with transmission system switching to conform to ISO-New England schedules, and for reliability and maintenance purposes obtain the protocol for the issuance of work clearances, communication and record keeping expectations. The employee in this position is expected to achieve the knowledge and skills necessary to advance to Apprentice System Operator within 6 months time in the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Work actively toward understanding and recording all data transactions given and received by System Operator on a real time basis.

Actively work toward the thorough understanding required to monitor and respond to all radio communications with field personnel and to recognize the requirements and responsibilities of the System Operator executing this function.

Develop knowledge and ability to effectively use VEC's Outage Management System and Interactive Voice Response System understanding the necessary action to communicate status of system, restoration service, and crew status as soon as possible while observing all safety rules as required.

Achieve a solid understanding of VEC's system to monitor and maintain voltage levels, power flows, and security equipment and the ability to perform required functions on a constant basis to insure proper operation of equipment, security, and reliable service conditions

Develop an understanding and ability to perform the function of VEC's System Operations as they pertain to Transmission and Distribution coordination, switching and tagging, Operating Protocol Actions and interaction with interconnected utilities.

Work actively toward understanding the responsibilities for system operations (settlement data collection and load management for transmission customer deliveries) and compliance with ISO NE, VELCO and VEC Operating Procedures.

Become proficient in performing duties necessary to identify and report all pertinent system disturbance activities to the appropriate authority.

Work actively to maintain paper and electronic file logs of system conditions, clearances, hot line orders, radio communications, breaker operations, personnel locations, and all pertinent conditions; all data must be logged.

Gain an understanding of the process and ability to exercise control over the entire power system utilizing appropriate data acquisition tools.

Work actively to understand and maintain accurate and thorough records (Dispatch & Line crew reports, recloser records, substation transformer records, substation readings, member counts, etc.).

Assist in the compilation of data as required including monthly, quarterly, and annual regulatory data and other mandated reports.

Demonstrate the ability to multi-task and effectively prioritize work activities.

## **OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as assigned.

*This description is not intended to be a complete statement of the position; it is intended to be a guide to general work to be performed.*

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** A high school diploma or equivalent is required. Associates degree in electrical theory preferred. Strong written and verbal communication skills are required. Must have adequate computer and problem solving skills. Familiarity with VEC territory, maps, line extensions, and computer system preferred but expected within 6 months time. Must gain a working knowledge of VEC standards within 6 months. This employee will be required to complete a training program, as determined by the Cooperative. Must be able to reach System Operator, 1<sup>st</sup> Class classification within 4 ½ years of starting this position. Employee must have strong verbal and written communication skills. Must have strong problem solving skills including the ability to analyze, summarize, prioritize and execute plan for resolution.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required to sit for long periods of time. Work will have both busy and stressful periods of activity as well as periods of system inactivity.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work occurs in a control room environment and is frequently stressful. S/he will use a computer frequently and should be familiar with Microsoft Office (currently Excel, Word and Outlook). Hours of work are consistent with normal dispatching operation requirements and VEC business needs. Regular shift work will be required, which includes evenings, nights, weekends and holidays.