



Job Title	Associate Transmission System Operator
FLSA Status	Exempt
Department	Energy Control Center

Position Summary

The Associate Transmission System Operator (ATSO) will work under the direction of a NERC Certified Transmission System Operator to develop the skills necessary to perform the safe and reliable operation of the Wolverine transmission system in both normal and emergency conditions. Additionally, the ATSO will develop an understanding of all compliance requirements of the North American Electric Reliability Corporation (NERC) related to transmission operations.

Reporting Relationships

- Reports To: ECC Operations Supervisor
- Supervises: None

Duties and Responsibilities

- Transmission:
 - Learn how to write and plan detailed switching procedures for approval by an immediate supervisor or designee. Work with Transmission System Operators learning how to implement approved switching procedures, issue clearances on transmission lines and associated equipment on the Wolverine transmission system.
 - Observe and learn how to develop line work and switching schedules with Wolverine's Operations group and interconnected systems. Enter schedules in Daily Outage Report and the Control Room Outage Window (CROW).
 - Learn when it is necessary to call on generation support and operate the Transmission system in a manner that will not exceed thermal and voltage limits or cause System Operating Limits (SOL's).
 - Learn the process involved with diagnosing outage and fault locations utilizing available information, direct Wolverine and member cooperative personnel in outage situations, and maintain an accurate and detailed sequence of events for outage reports.
 - Learn how to utilize the Supervisory Control and Data Acquisition (SCADA) system for switching and control of the Wolverine transmission system, including transformer Load Tap Changer (LTC) control for maintenance of vars and voltage, and remote operation of circuit breakers, auto reclosers and peripheral equipment as appropriate.
 - Develop a sound working knowledge of all available software and peripheral equipment such as remote relays and sequence of event recorders.
 - Work with Transmission System Operators to develop Operation Guides for temporary and standing system conditions.

- Perform any task or special project that provides information that is critical for department and control center operation as requested by Wolverine management.
- NERC Compliance:
 - Review and comply with all procedures for the Energy Control Center to ensure compliance with all NERC requirements.
 - Work with Transmission System Operators to maintain compliance records.

Relationships

- Internal: Must develop a good working relationship with the line crews and operators at the generation plants to ensure reliable and safe operation of the bulk transmission system. Needs to interact effectively with all other Wolverine personnel to provide necessary information and data. Must develop a very good working relationship with all System Operators.
- External: Must develop a good working relationship with personnel from other utilities with respect to scheduling and coordinating transmission requests. Must develop a good working relationship with distribution cooperative operations personnel.

Knowledge, Skills, & Abilities Required

- Requires a person with a strong technical aptitude and a minimum of one of the following:
 - An associate degree in a technical or business field (i.e. math, engineering, science, accounting, or marketing).
 - A minimum of three years prior system operator experience working in an electric utility control center environment.
 - Completion of a qualified Apprenticeship Electrical program.
 - A minimum of two years' experience working as a Power Plant Operator or Instrumentation & Communication Technician for an electric utility and be familiar with interpreting electrical drawings.
- Must pass industry certification including the National Electric Reliability Corporation Certification test and the Wolverine system operator test within a 12-month timeframe.
- Must have effective communication skills to communicate via the telephone and radio clearly and distinctly.
- Must have written communication skills that are legible and precise.
- Must have ability to confidently direct field personnel in daily as well as in emergency, fast-paced work situations.
- Must be able to make critical decisions under pressure of time constraints and outage conditions.
- A strong familiarity with the operations of personal computers, including electronic spreadsheets, databases, corporate email and internet.
- Sound mathematical skills in basic algebra.

- Duties require minimal lifting and carrying.
- Requires visual acuity necessary to distinguish color differentiation, read charts, diagrams and data from a computer terminal.
- Work schedules are rotating shifts including weekends, holidays and overtime.
- Will be subject to 24-hour call-in.

Note

Wolverine reserves the right to revise or change position authorities and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Reasonable Accommodation

To perform this job successfully, an individual must be able to perform each essential duty within the working conditions noted above. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations, absent undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

Signatures

Employee

Date

Supervisor

Date

Human Resources

Date