



JOB DESCRIPTION

Utilities Dispatcher, Senior

Date Prepared: March 2014

Class Code: 8025

SUMMARY: Under general supervision, monitors real-time operations and maintenance activities of the City's electric, bulk power, and water systems; assigns tasks to electric operators; oversees and directs Critical Control Center activities; distributes electricity and water; operates wells and boosters to maintain positive water pressure; tracks electrical market fluctuations.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates distribution activities with the Gas and Electric group and contractors.
- Schedules outages; writes switching programs; creates and checks schedules.
- Oversees the G&E work order database; coordinates with customer service for billing and invoicing of jobs; verifies work details are accounted for and recorded.
- Coordinates with operations personnel work schedules and hours; creates employee timesheets and facilitates time-off requests.
- Manages warehouse inventory; maintains inventory usage and billable work orders; coordinates the ordering of inventory items; generates purchase orders, obtains quotes from vendors, tracks status of orders.
- Monitors real-time operations and maintenance activities of the City's electric, bulk power and water systems; performs duties within scope of authority and training, and in compliance with City policies, safety and quality standards; duties may vary according to job assignment.
- Assigns operations and maintenance tasks to electric operators; maintains direct control of Critical Control Center activities such as distributing electricity, maintaining positive water pressure through the use of wells and boosters, and tracking electrical market fluctuations.
- Schedules route changes to ensure flow of electricity; notifies appropriate agencies of changes; reenergizes circuits or lines for public safety.
- Creates day ahead schedules for weekend coverage.
- Monitors generation conditions by way of alarms, telemetry, status, modes of operation, etc.
- Compiles, calculates and prepares routine Electric, Water and Bulk Power reports or ad hoc reports on system disturbances, emergencies, or any unusual operating condition or action.
- Coordinates maintenance activities with outside contractors.
- Acts as primary contact after-hours for non-public safety calls for service.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School diploma or GED; AND five years of electric utility operations experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Electric, Water and Bulk Power Utility operating concepts.
- Basic electrical principles, procedures and components, power system operations including power plant operations; fundamentals of alternating current circuits, and electrical safety policies and procedures.
- Occupational hazards and safety precautions applicable to the work.
- Personal computer operations.

Skill in:

- Monitoring and applying control system principles rationally to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Keeping records as required by regulatory agencies.
- Operating personal computers and specialized software applications including SCADA systems.
- Remaining calm under stress or emergency conditions.
- Maintaining a strong sense of propriety concerning confidential matters.
- Building relationships and fostering teamwork.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, fellow employees, contractors, representatives of other utilities, outside consultants and the public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

A valid State of California Grade II Water Distribution License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an electric generation plant; may to be exposed to energized equipment. Works rotating shifts, nights and weekends as required.