

**Empire Electric Association, Inc.**  
Job Description

**JOB TITLE: System Operator**

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EXEMPT: No  
SALARY LEVEL: \$39.81 – \$51.54 per hour  
SHIFT: Per Union Contract  
LOCATION: Cortez, CO  
REPORTS TO: Senior System Operator

JOB CODE: 55-3651  
DIVISION: Production & Mtnc.  
DEPARTMENT: Operations

PREPARED BY: Shawna McLaughlin  
APPROVED BY: Ken Tarr

Wages as of:      DATE: 01/01/2024  
                            DATE: 11/06/2024

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**SUMMARY:**

Maintains a timely, accurate knowledge of system status and is required to make decisions to operate the electric power system safely and effectively.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. If other duties are assigned, employee shall have knowledge of area or be given training for other duty.

- Maintains daily log of system status and crew locations.
- Receives outage and emergency calls and directs crews to remedy the situation.
- Schedules line locates and dispatches service crew.
- Writes, checks and directs all switching orders for the electric system.
- Dispatches orders, relays messages and special instructions to all field personnel.
- Knowledgeable of system maps, customer locations, and power system diagrams.
- Able to coordinate information from the consumer accounting database as it relates to the duties of the position.
- Operates the SCADA system to maintain system status and operate electrical equipment remotely as necessary.
- Physically inspects electric system to verify and record condition.
- Responsible for record keeping for the above-mentioned duties.
- Required to communicate with the public on a positive basis.
- Required to perform the duties of an on-call System Operator when necessary for after hours calls regarding outages, meter sets, or other related questions.
- Must live within the specified distance as described in the Production-Construction and Maintenance Agreement with IBEW, Local #111, AFL-CIO, Article 18 Working Rules, Driving Distances.

**OTHER DUTIES AND RESPONSIBILITIES:**

May be required to complete other duties in qualified capacities.

**SUPERVISORY RESPONSIBILITIES:**

No direct supervisory responsibilities. Has indirect supervisory responsibilities while dispatching field personnel.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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:**

High school diploma or general education degree (GED); Must have five years directly related work experience in the electric utility industry or prove expertise in lieu of experience.

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to consumers and other employees of the Cooperative in person or over the telephone.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute percent.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.
- Ability to make sound decisions in high stress situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Class A CDL Driver's License.

**OTHER SKILLS and ABILITIES:**

- Must have an effective working knowledge of RUS specifications and the National Electrical Safety Code.
- Must have knowledge of AC and DC theory as applied to the operation of the electrical power system.
- Must have understanding of interrelationship of power system components such as generators, switchyards, substations, transmission and distribution power lines.
- Must have an understanding of system protection coordination and relaying.
- Ability to operate 10-key adding machine.
- Ability to type with a minimum number of errors.
- Basic PC computer knowledge and related programs.
- Ability to operate and interpret the SCADA system computer.
- Ability to operate the radio and telephone systems.

**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.

While performing the duties of this job, the employee is regularly required to use hands to feel objects, tools, or controls when using the telephone, computer, calculator and writing reports. The employee is required to talk or hear at all times when on duty. The employee frequently is required to sit for long periods of time and to reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must be able to think clearly under times of high stress in outage and emergency situations.

**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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

While performing the duties of this job the employee must work rotating shifts.

The noise level in the work environment is usually moderate.

**THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. AN EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISOR AND OTHER MANAGEMENT AS REQUIRED.**

**EMPIRE ELECTRIC ASSOCIATION, INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**