Central Florida Electric Cooperative

Job Description

# Job Title: Manger of Operations

# Department: Executive

Reports to: System Control Supervisor (first 18 months)

General Manager (after 18 months)

Level: Salaried/Pay Grade 20

Effective: Reviewed 2/16/21

This incumbent will begin in the System Control Center and if successful will transition to be Vice President of Operations within an 18-month period.

**Qualifications**

College degree in related field preferred.

Ten years of increasingly responsible experience in electric utility construction and maintenance; demonstrated knowledge of electric line crew operations, electrical principles, and safety codes.

The ability to supervise others and work effectively with colleagues and consumers is required.

Must be able to take appropriate action on own initiative.

Strong management skills, particularly in the areas of communication, delegation, evaluation, and planning.

**Position Summary (Approximately 18 Months)**

Responsible for supervision and management of the daily activities of the 24/7 system control area including monitoring, operating, and maintaining the supervisory control and data acquisition (SCADA) system, receiving and dispatching trouble calls, assisting trouble crews in fault isolation, and restoration of service. Schedules work for Technicians in the field.

Analyzes multiple trouble calls to determine which protective device is most likely tripped out and coordinates activities with field personnel. Ensure all back-feeding and switching protocols are well known.

Constantly monitors and analyzes alarms generated by SCADA, developing action plans, recommending solutions, and implementing actions as appropriate.

Direct and supervise the operation of the system control office.

Maintains SCADA database by updating it as field changes or additions are made. Updates and creates graphic and custom displays of substation and line device.

Maintains and troubleshoots communication and operational problems with the SCADA master and associated devices recommending and implementing system changes, upgrades, and repairs.

Maintains and analyzes daily log of breaker operations, outages and events noting abnormalities and developing and recommending remediation.

Issues and releases Hot Line tags and maintains log.

Coordinates system restoration in major storms or disasters.

Responsibility to inform and ensure system operators are aware of temporary or permanent line feed changes.

Monitors system and circuit loading, recommending switching and line feed changes to system planning.

Responsible for usage and billing reports. Coordinates with Seminole and the Engineering Manager to verify monthly billing and resolve discrepancies.

Responsible for load transfers being sent to Seminole and informing them when we transfer a load.

Coordinates with Engineering to develop, modify, and schedule switching procedures. Initiates emergency feed changes to ensure system stability.

Monitors and coordinates weather conditions and similar information for the organization. Advanced awareness of changes in weather that would impact the service territory.

Responsible as lead for the “Red Flagged” accounts and the review process.

During absence of direct reports, may have to work to cover shifts at night or weekends.

Responsible for monitoring the building and substation security cameras for suspicious activity.

Responsible for outage reports, generator reports, load management reports, and outage graphs.

Responsible for GPS tracking.

Responsible for critical notes being added to Meridian.

**Position Summary (Transitional Duties)**

Responsible for system control and all construction, maintenance, operations activity, and ROW.

Establishes or recommends to the General Manager, operation strategies, objectives, and policies for the Cooperative.

Directs all approved construction, operations, maintenance, and consumer activities to obtain maximum productivity and effectiveness in the pursuit of strategic goals.

Visits job sites before and after construction to ensure efficient crew performance due to logistical preparedness, as well as conformance with construction standards.

Monitors progress and costs incurred in carrying out departmental work plans.

Develop a culture of safety, proficiency, teamwork, success, opportunity and personal development and progress for team.

Fully support the Cooperative safety program and NRECA RESAP program.

Effectively manage the overtime of all assigned employees.

Support the training and development of the apprentices.

Communicates with regulatory agencies, government, special interest groups to facilitate the timely, cost-effective, and efficient construction and maintenance of facilities.

Attends functions, seminars, meetings, and activities essential to the wellbeing of the cooperative as directed by the General Manager.

Other duties as assigned.

**Working Conditions**

Some outside work in various weather conditions with irregular and long hours during outage situations. Some overnight travel.

Use of computer and knowledge of Microsoft Office programs.

Occasional crouching, stooping, reaching, twisting, lifting, and carrying, pushing, and pulling up to 35 pounds.

Walking/hiking on uneven ground to inspect jobsites such as farmland, gravel, and rocky construction sites.

While performing the duties of this job, the employee is required to sit, stand, walk,

use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. Specific vision abilities required for this job include close vision, distance vision, color vision and ability to adjust focus.

Driving long distances as needed daily and climbing into and out of vehicles throughout the day.

Occasional use of hand tools.

Must work whatever hours are needed to get the job done, emergency calls and extended hours, particularly during storms.

*The above duties are not intended to be all inclusive. The incumbent will be expected to perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Statements are not intended to be construed as an exhaustive list of responsibilities, duties, or skills required. The scope and duties of this position may change or be temporarily altered based on the business needs of the Cooperative. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*

Salary will be commensurate with duties and expected to increase at the transitional period.

***The incumbent will be an employee at will and must be successful at each phase to transition to the Operations Manager.***