Utilities Commission, City of New Smyrna Beach
Job Specifications

System Control Coordinator
Revised 8/2018

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<th>Department:</th>
<th>System Operations</th>
<th>Pay Grade:</th>
<th>124</th>
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<td>Reports To:</td>
<td>System Operations Supervisor</td>
<td>Status:</td>
<td>Non-Union / Non-Exempt</td>
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**Job Summary**
Operates and controls the Commission’s electrical system. Monitors the electric generation equipment and transmission systems of the Commission via complex computer equipment. The work is technical and complex in nature with many constantly changing variables. Administers complex contractual obligations and makes decisions regarding purchasing the best source of power at any given time. Has the responsibility and authority to implement real-time actions that ensure the stable and reliable operation of the Bulk Electric System, up to and including the shedding of firm load.

**Essential Duties and Responsibilities**
*Include the following and other duties as assigned:*

- Operates complex computer equipment and ESRI-based GIS.
- Prepares regular written reports regarding all phases of system loading; maintains logs and reports on interchange transactions.
- Establishes operational and equipment alarm limits.
- Assists in trouble shooting defective systems and devices.
- Makes purchasing decisions on the best economical source of power at any given time; makes calculations on load flows.
- Operates Outage Management System during outages.
- Answers questions from general public during outages.
- Performs duties of Dispatcher, when needed.

**Competencies**
*To perform the job successfully, an individual should demonstrate the following competencies:*
**Professional Knowledge**
Possesses and applies knowledge of the principles and relationships of electrical theory as applied to electrical circuits, wiring systems, economic loading of facilities and general system operations. Ability to understand complex contracts and to communicate effectively verbally and in writing. Thorough knowledge of the occupational hazards involved in working with high tension lines and electric systems.

**Communication**
Expresses related facts in a clear, concise, and organized manner; modifies delivery, language, or content to account for the characteristics and needs of the audience; writes clear, concise, and organized documents, and reports addressing complex concepts and facts; provides consultation to others related to the specific project; develops and/or creates informational reports.

**Ethical Practice**
Integrates core values, integrity, and accountability throughout all practices; adheres to the UC’s Code of Ethics and Conflict of Interest Policy at all times; demonstrates accountability for actions; identifies potential conflicts of interest; supports and follows policies consistently.

**Critical Evaluation**
Must possess the ability to interpret information to make decisions and recommendations; gathers facts and analyzes data using systematic methods; identifies sources of data and information and learns where to find the most relevant information for solving problems; ensures quality work product; demonstrates attention to detail.

**Business Acumen**
Must possess the ability to understand and apply information to make valuable contributions; possesses operational/processing expertise for assigned tasks; identifies inefficiencies and provides process improvement recommendations; is familiar with business terms and acronyms.

**Knowledge, Skills, and Abilities**
To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

**Language Skills**
Ability to read, analyze, and interpret documents, such as general business periodicals, professional journals, technical procedures, and/or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, customers, contractors/vendors, and employees of the U.C.

**Mathematical Skills**
Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**
Must possess knowledge of Outage Management System, MS Office, and ESRI-based GIS.
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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to sit. The employee must occasionally stand; walk; climb or balance and stoop, kneel, crouch, or crawl; and lift and/or move up to 25 pounds.

Education and Experience
This position requires the following education and experience:

High School Diploma/GED required. College level coursework in electrical engineering, computer technology and spreadsheet software preferred. A minimum of one year of experience in system operations required.

Certifications, Licenses, Registrations
This position requires the following certifications, licenses, and/or registrations:

NERC Certification at BT or RA level required.

Other Qualifications

Florida Driver's License Class E required. Ability to work flexible hours, as required. System Operations operates 24/7 - employees must be able to work any of the established shifts.