



CITY OF RICHLAND

CLASSIFICATION TITLE: ELECTRICAL SYSTEMS DISPATCHER II	JOB #: 2007	AFFILIATION: Affiliated (IBEW)
REPORTS TO: MAINTENANCE AND OPERATIONS SUPERVISOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Maintenance and Operations Supervisor or designee, directs, supervises and participates in electrical switching activities. Trains, assigns, directs and reviews the work of assigned personnel. Investigates and isolates power outages and damaged equipment. Ensures safety of electrical crews. Subject to 24-hour callout for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedules, directs, reviews and participates in the performance of the work activities of assigned personnel in the performance of their duties.
- Coordinates, reviews and oversees responsible electrical switching activities; maintains safe conditions to enable crews to efficiently restore power, investigate power outages and isolate damaged equipment.
- Coordinates crew locations and oversees system progress during power outages in planned and emergency situations.
- Prepares and reviews switching orders for line and substation crews in isolating/energizing high voltage electrical equipment for system construction, modification or repairs, both planned and emergency.
- Maintains daily dispatch records and updates dispatch system maps.
- Performs necessary procedures for energizing new electrical system construction.
- Coordinates scheduled power outage dates and duration with commercial and residential customers.

- Provides solutions to customer concerns and directs related concerns to appropriate officials.
- Evaluates unusual operating conditions, plots effective course of action for correction; ensures efficient equipment operation within specific operating limits.
- Prepares a variety of reports on system operations and related records.
- Operates a SCADA system.
- Provides assistance in the coordination and operation of the Power Operations Division.
- Communicates with engineers, Maintenance & Operations Supervisor and crews to discuss project and construction development and to alter engineering plans as needed to maintain project and system integrity, staying within easement and cost considerations.
- Contacts and coordinates service work schedules between contractors, homeowners and Power Operation crews.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Applicable health and safety policy, procedures and practices.
- Basic electrical circuits involving voltage, current, and power.
- Transmission/distribution line and substation construction and equipment, procedures and requirements for issuing clearances, and service interruption restoration procedures.
- Principals of Electrical Theory related to electrical circuits and wiring systems.
- O.S.H.A., W.A.C., N.E.S.C. and W.I.S.H.A. regulations.
- City of Richland's Electrical Construction Standards.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training and evaluation of performance of assigned staff.
- Follow oral and written directions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.

- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Distinguish the colors blue, red and green in diagrams.
- Work in a stressful environment.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Five (5) years of experience as an Electrical Systems Dispatcher I with the City of Richland.
- Proficiency in a Windows based computing environment to include base-level skills in Microsoft Office Outlook, Word and Excel, with a working knowledge of Microsoft Access and AutoCAD or similar program.
- Or an equivalent combination of education, training and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

Environment:

- Typically performed within an office environment, which may include an open cubicle office setting.
- Will require occasional trips to the field, other city offices and other agency offices for business purposes, which may include inclement weather conditions.
- Lighting and temperatures are typically adequate, and there are little to no hazardous or unpleasant conditions caused by noise, dust, etc.
- The noise level in the work environment is usually quiet to moderate.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:



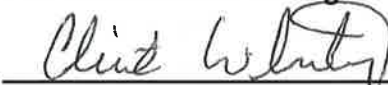



- Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach.
- Ability to operate a motor vehicle and to visit various City and meeting sites.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment.
- Lift up to 20 lbs. or more on occasion (boxes, paper, office supplies, etc.).
- Operate standard office equipment (copier, fax, printers, scanners, multi-line phone systems).
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date