



Medicine Hat The Gas City

JOB DESCRIPTION

JOB TITLE: SYSTEM CONTROL OPERATOR

REFERENCE NO: 100352

DIVISION: UTILITIES

DEPARTMENT: UTILITY DISTRIBUTION SYSTEMS

APPROVAL DATES: BY: 
COMMISSIONER - UTILITIES

DATE: June 8, 2018

BY: 
GENERAL MANAGER - HUMAN RESOURCES

DATE: June 7, 2018

GENERAL DESCRIPTION:

This is a skilled position in the Operations Group of the Utility Distribution Systems Department responsible for supporting the Operational groups providing technical coordination and switching, SCADA control, and facilitating the construction, maintenance and repair of City owned electric transmission and distribution infrastructure.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the System Control Foreman.
- Work is performed under the supervision of the Superintendent, Stations & Equipment, and/or the System Control Foreman, subject to Departmental policy, all applicable Government legislation pertaining to electrical distribution installations and applicable safety procedures, the Electric Utility Bylaw, power system work standards and safe work procedures.
- Develops and maintains strong working relationships with Electric staff and City staff.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Maintains and operates the SCADA system (including control room (OMS) and maintains electrical system during normal operating conditions.
- Communicates, liaises and supports feeder isolations, hold-offs, blocks, etc. with crew members in work procedures and day-to-day operations.
- Coordinates and organizes planned outages with all internal and external stakeholders.
- Reviews all switching orders and communicates with crews and supervisors.
- Prepares, distributes and maintains records of isolation permits and prepares all accompanying paperwork such as single line drawings.
- Ensures Medicine Hat compliance with AESO rules regarding operation of the transmission system.
- Maintains records for training and provision information relating to Alberta Reliability Standards.
- Maintains and organizes various records such as lockout/tag out records.

- Records all changes to the system in real time including all outages and provides updates on status to the Electric Operations and Engineering Leadership Teams as required, as well storing in a centralized location.
- Assist in the development of Standard Operating Procedures for SCADA operations.
- Manages communication with GIS updates from the field to ensure accurate data.
- Ensures Operations/SCADA computers and laptops updates are completed in a timely manner.
- Monitors entry and exit from all substations, underground and network vaults and maintains records in a central location.
- Responsible for tracking the location of all CMH Electric Utility contractors and CMH Electric Field Staff including hot line work locations and task descriptions.
- Receives crew dispatches from customer service group and dispatches according to real time crew locations.
- Maintains, develops and becomes an expert in SCADA operations and understanding the system.
- Prepares reports for the Operations Leadership Team as required.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- Thorough working knowledge of SCADA and Control Room (OMS systems).
- Experience in a control room setting and liaising with Operational crews with respect to protection requests, switching orders and blocks and tags.
- Working knowledge of Alberta Electric System Operator (AESO) legislation and regulations.
- Working knowledge of Alberta Electrical Utility Code.
- Excellent verbal and written communication skills.
- Excellent skills in the use of windows based software and other utility applications.
- Demonstrated ability to work and problem solve under stressful or emergency conditions.
- Knowledge of the City of Medicine Hat Electric Distribution System.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Journeyman Power Line Technician Red Seal Trade Certificate or Journeyman Power System Electrician Certificate.
- Seven (7) years' experience as a Journeyman Power Line Technician or Journeyman Power System Electrician in construction, operation and maintenance of an Electric Distribution System.
- Experience in control room, operations, and SCADA would be an asset.
- Possession of a valid Alberta Class 5 Driver's License with an acceptable driving record, and ability to obtain a City of Medicine Hat Driver's License.
- Previous supervisory experience is preferred.
- A management approved combination of education and experience may be considered.