

## **POWER SYSTEM DISPATCHER**

East River Electric Power Cooperative is accepting applications for a Power System Dispatcher.

This position requires the ability to be trained to operate and monitor the Cooperative's electric power and load management system through the use of East River's SCADA and digital communications systems. Duties also include coordination of switching requests between member cooperatives and adjacent utility systems along with monitoring and reporting the electric plant, telecommunications plant, and physical plant alarms and information.

This is a full-time regular position in the Cooperative's 24-hour dispatch center. The successful candidate will be required to perform rotating 12 hour shift work that includes nights, weekends, and holidays.

Education and Background Minimum Requirements: Must have a high school diploma or completion of G.E.D. and have completed a two year technical course related to the electrical power industry. A minimum of five years experience in the operational aspect of an electric utility may be considered in lieu of the education requirements. Experience with personal computers and Microsoft Office products is required.

East River Electric Power Cooperative is a power supply cooperative that delivers wholesale power through a 2,700-mile transmission system to 25 member electric distribution systems throughout eastern South Dakota and western Minnesota.

East River offers a competitive salary based on qualifications. An excellent benefit package is offered which includes medical insurance, a defined benefit pension plan, and 401K contribution.

The applicant selected for this position will be required to live in close proximity to Madison, South Dakota.

To be considered for this position, an East River application must be completed. To request an application, contact:

East River Electric Power Cooperative, Inc.  
PO Box 227, Madison, SD 57042  
605-256-4536 [hr@eastriver.coop](mailto:hr@eastriver.coop)  
Or download from our website, [www.eastriver.coop](http://www.eastriver.coop)

Applications will be accepted until the position is filled, however, initial application review will begin on July 26, 2010.

**EQUAL OPPORTUNITY EMPLOYER**

EAST RIVER ELECTRIC POWER COOPERATIVE, INC.  
POSITION DESCRIPTION

Position Title:	Dispatcher
Reports To:	Senior Dispatcher
Directly Supervises:	0
Division:	Operations
Department:	Dispatch
Grade Classification:	00
Survey Group:	Trades and Crafts

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Position Purpose: The operation of the Cooperative's load management and electric power system through the use of East River's voice radio, Supervisory Control and Data Acquisition System (SCADA), load management control system and to monitor and report the electric plant, telecommunication's plant and physical plant alarms and information.

Responsibilities and Duties:

1. Operate the SCADA, load management, radio, microwave communications systems and associated control center equipment in a manner that assures orderly, reliable transmission of electric power from the supplier to the member systems.
2. Analyze system troubles and initiates necessary action to restore normal operations.
3. Keep the immediate supervisor and shift dispatcher informed of any operational changes. Review and report daily, any load control activity to immediate supervisor and shift dispatcher.
4. Assist in the coordination of scheduling equipment maintenance and repair by receiving approval from and notifying all who are affected in the switching operations or outages.
5. Assist in reviewing outages, LM operating and switching operations to facilitate training.
6. Assist and assure that proper updates to the SCADA CRTs, load management CRTs and map board is accomplished when operating conditions change and indicate the current operating conditions of the system at all times and direct all maintenance activity accordingly.
7. Coordinate dispatching between the Cooperative and member systems in time of emergency; in the absence of the Senior Dispatcher or other responsible supervisor, personally assumes responsibility of action.
8. Maintain radio, SCADA and switching logs of all operations, file records for dispatch office, and others, as directed by the immediate supervisor.
9. Maintain operational information and location of personnel as accurately as possible.

10. Study and review safety procedures and consult with Senior Dispatcher to improve such practices and procedures, as needed.
11. The dispatcher on duty assumes responsibilities of Senior Dispatcher during his/her absence.
12. Assume the responsibility of load control in accordance with the current published load management strategy.
13. Write and/or check the written clearance, switching and hot line order instructions used for the maintenance and operation of the power system lines and substations.
14. Report all accidents and emergencies to the appropriate supervisor or in their absence to the East River Management involving Cooperative personnel, assigned equipment and vehicles and all accidents resulting in bodily injury and/or property damage.
15. Assist in keeping the Cooperative's property neat, clean and in good general condition.
16. Perform all work in accordance with established safety rules and in the most efficient and safe manner as possible by adhering to clearance and safety procedures.
17. Fill out reports in accordance to cooperative practices and department SOP.
18. Schedule and coordinate cooperative and foreign utility switching operations in the absence of the Senior Dispatcher.
19. Maintain a friendly, cooperative working relationship in all contacts.
20. Keep the Senior Dispatcher informed about work in progress and accomplished and consults with the Senior Dispatcher concerning problems which hinder completion of the duties and responsibilities of the position. In the absence of the Senior Dispatcher or the Control Center Supervisor, the Manager of Dispatch and Relay/Metering Department should be contacted.
21. Periodically be on call and be able to respond in a timely manner.
22. The person filling this position is encouraged to use initiative and judgement in making decisions, remembering that the Cooperative's best interests can be affected by his/her actions. He/she should feel free to make suggestions for the improvement of operations and efficiency.
23. The Dispatcher shall secure approval of the Senior Dispatcher in making decisions when policies are not clear, or adequate, or require interpretation.
24. Perform other duties and responsibilities as assigned.

Licenses and Certificates: Valid Drivers License

Uniform: Yes

Residency Requirement: As defined in Management Procedure I-1, "Employment Practices".

Minimum Qualifications: Graduation from High School or Completion of G.E.D.

Five years experience in the operational aspects of an electric utility or completion of an Associate degree in electrical technology or a power dispatcher training course or school. Experience with personal computers and Microsoft Office products is required.

Physical Qualifications: Work environment is generally a climate controlled office with adequate lighting and low noise level, spending extended periods of time sitting.

Lifts materials weighing up to 10 pounds. Occasionally lifts items weighing up to 50 pounds.

Continuously reaching and occasionally pushing and pulling items weighing up to 10 pounds.

Frequently works alone nights, weekends, and holidays.

This position requires finger dexterity, close work, and effective verbal and written communication and interaction skills, including speaking, hearing, vision and color vision capabilities.

Continuously analyzing data to make sound decisions and at times works under high stress.

Frequent use of keyboard/computer equipment, coordinates persons/resources, and directing others.

Occasionally analyzing and filing reports, conducting research, developing plans, procedures, goals, etc.

Occasional travel by automobile or airplane may be required, including extended periods of time driving. Occasional overnight stays may be required.

Accepted by: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Immediate Supervisor)

Date: \_\_\_\_\_