OKEFENOKE RURAL ELECTRIC MEMBERSHIP CORPORATION
NAHUNTA, GEORGIA

JOB DESCRIPTION

System Operator I

I. OBJECTIVES:

A. To receive and dispatch power outage calls and related complaints, to issue hot line tags and clearances to all crews and other functions required in the daily operation of the Cooperative.

B. To provide assistance and information to other departments for efficient, reliable, and safe operation of the Distribution Power System.

II. REPORTING RELATIONSHIPS:

A. Report to: Operations Assistant

B. Directs: Personnel as assigned

III. RESPONSIBILITIES AND AUTHORITIES:

A. Within the limits established by policies, budgets, legal requirements, and delegated authority, assumes responsibility for the following:

1. Issues hot line tags and clearances and maintains records in accordance with system operating procedures.

2. Receives promptly all calls after office hours, getting as much data as possible; determines extent of outages and dispatches the appropriate personnel as needed. Receives data on repairs and restoration of service. Maintains records and reports for the Trouble Reporting and Analysis System.

3. Operates Cooperative's GIS mapping system, SCADA, IVR, OMS, Two-way Radio, SEDC, Telephone System, and other systems as required.

4. Must be able to read and interpret maps, and aerial photographs.

5. Participates in annual meeting as required.

6. Performs other duties as assigned.

IV. RELATIONSHIPS:

A. Internal

1. Manager of Distribution Services - To request and provide assistance as required; to confer on problems; to seek necessary approvals and to keep informed of departmental and Cooperative policies and procedures; and to discuss any unusual problems affecting the job.

2. General Foreman - Keep informed of system status and ask for assistance in handling trouble as needed.

3. GIS Technician - To obtain and provide assistance in assuring that maps and mapping are kept current and that defects and hazards are corrected and to confer on problems.

B. External

1. Customer- To courteously and respectfully answer customer inquiries and if unable to do so, direct them to the appropriate person, to make every effort to gain their increased understanding and acceptance of the Cooperative's plans, programs and policies.

JOB QUALIFICATIONS

By virtue of education, experience, knowledge, ability, skill or personal attributes, applicants for this position should meet the following specifications:

EDUCATION

A. Must adequately read and write to be able to perform the responsibilities of System Operator. A high school graduate or equivalent is required.

B. Willing to take advantage of training offered for future advancement and job training.

EXPERIENCE

A. Must have knowledge of the Cooperative's Distribution System.

B. Must be knowledgeable of system operating procedures and be able to obtain ITS Certification.

C. Must be well versed in the operation of Cooperatives GIS software. Must be able to read maps.

D. Must have good "telephone manners" and answer phone promptly. Must be able to communicate information effectively by radio.

ATTITUDE

A. Must present a positive attitude towards the goals and missions of OREMC.

B. Must be interested in the Cooperative's programs and objectives.

C. Must be willing to continue to improve skills and knowledge through training and experience.

D. Must be willing to travel out of OREMC's service area for training from time to time. Overnight training is mandatory on occasion.

ABILITIES AND SKILLS

A. Must have a good personality and be of high integrity.

B. Must have the ability to deal with the public in a courteous manner, regardless of the issue in question.

C. Also must be able to pass a physical examination for the position.

D. Basic computer skills are mandatory.

E. A capacity to grow and learn new automated skills is a necessity.

WORKING CONDITIONS

A. Be on call during varied hours as required.

B. Working overtime will be required and many times it will be required on short notice.

C. Job will mainly consist of indoor work.

D. Subject to irregular hours during emergencies.

REQUIREMENTS OF JOB

A. The physical requirements of this position are as follows:

1. Lifting, Pushing & Pulling:
   Up to 10 lbs is required frequently

2. It is also required that the following is performed on a frequent basis: Bending at the waist, Gripping tools or objects, Stretching or reaching, Kneeling, Standing, Sitting Walking, Crouching, Twisting (rotating body while in a sitting position), Twisting (rotating body while in a standing position), Grasping or Gripping (to grasp with thumb in opposition to fingers or palm.)

B. The mental demands of this job are as follows:
(Classifications are: Very Limited, Limited, Intermediate, Considerable,

Substantial, Very Substantial)

1. Decision Making – Very Substantial - Decisions such as those in determining size and nature of outages as well and manpower needed to respond to such issues will be very important.

2. Problem Solving – Very Substantial –The ability to use computer software as well and manpower to efficiently and effectively develop on the fly remedies to restore power to the Distribution System.

3. Pressure and Stress - Substantial - The ability to remain calm during adverse situations and focus on current problem at hand is significant.

4. Planning/Scheduling – Considerable –Giving input to the General Foremen and our Crews is vital to running the construction and maintenance efficiently.

5. A high degree of emphasis is placed on doing the following: Compiling, Classifying, Gathering information, Transcribing, and Analyzing Information or Data, as well as displaying Job-related knowledge and memory skills.