



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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POWER SYSTEMS COORDINATOR BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: August 6, 2015

RATE OF PAY: \$39,690 - \$73,322 DOE

EXEMPT/NON-EXEMPT: Non - Exempt

DEADLINE TO APPLY: August 17, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 11B

UNION: IBEW

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for ensuring that the BED distribution system is at all times operated according to procedures and guidelines to attain the objective of providing high quality service to BED's customers.

Essential Job Functions:

- Generates and maintains hourly, daily, monthly and yearly statistics and reports on line loading and generation.
- Works in conjunction with other B.E.D. personnel in correcting system disturbances and unplanned outages, locating the source of the disturbance, and taking corrective action as necessary.
- Ensures that switching, tagging and work activity conforms to safety rules.
- Directs the de-energizing and re-energizing of distribution equipment including development and issuing of system switching orders and working clearances.
- Call in Distribution personnel and B.E.D. Troubleshooters for various system disturbances and customer service issues.
- Notify B.E.D. personnel in areas such as General Services, Stockroom, Customer Service, etc. of the need to respond to issues related to their areas.
- Implements and updates written operating procedures by direction.
- Performs via SCADA around-the-clock surveillance of the BED electrical system.
- Communicates and coordinates with dispatchers and operators of inter-connected power systems/generation stations to solve mutual problems.
- Prepares incident reports, trouble reports, and switching guides.
- Maintains manual and automated logs of all Distribution system activities.
- Provides customer service duties during non-business hours.
- Performs a variety of building security functions such as, checking windows and doors, turning off unnecessary lights, checking electrical, plumbing and sprinkler systems, and monitoring various areas of the building via closed-circuit cameras.
- Enters work orders/ service orders during non-business hours.
- Operates the B.E.D. Gas Turbine and such Distribution equipment as switches, reclosures, breakers, and tap changers via SCADA.
- Operates load-management system so as to maximize system efficiency with minimal customer impact.
- Perform a variety of dispatch services for other utilities as stipulated by the agreement between B.E.D. and the particular utility.
- Implements NEPOOL/REMVEC/VELCO/BED system contingency procedures as warranted.
- Operates computers utilizing spreadsheets, databases, and word processing software and utilizes telephones, faxes, voice, radio, and telecommunication equipment.

- Provides notification to the appropriate personnel of changes to the BED electrical grid, or any other system anomaly.
- Communicates with appropriate personnel the status of generating units, which affect B.E.D.'s power costs.
- Monitor all “Dig-Safe” requests as required.

Non-Essential Job Functions:

- Participates in various projects as required.
- Performs other related duties, as required.

Qualifications/Basic Job Requirements:

- High school diploma and two years additional technical training or related experience in the electrical field.
- Electric utility experience in a control room environment is desirable.
- Must have an intermediate understanding of electricity, excellent math, communication (written and oral) skills and exceptional decision-making skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- An intermediate knowledge of computers, with the understanding of the operations of spreadsheet, database, and word processing software is required.
- Must be proficient with the use of electrical one-line diagrams.
- Ability to create, follow, and issue complex written and oral instructions (clearly and distinctly), and respond to emergency situations in a logical and orderly manner, in accordance with accepted utility practice and relevant contingency plans.
- Ability to comply with B.E.D. safety rules, personnel policy, accepted utility standards, and operating procedures.
- Ability to perform both as a team member and independently, performing duties with a minimum of supervision.
- Must be able to adapt and respond readily to changing situations/multiple priorities in a stressful work atmosphere.
- Ability to work rotating shifts.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.