

# **Wolverine Power Supply Cooperative, Inc.**

## **Energy Control Center Operations Supervisor**

### **I. OBJECTIVE**

The Energy Control Center (ECC) Operations Supervisor is responsible for supervising the daily operations of the ECC. The ECC Operations Supervisor has authority over all personnel that affect the reliability of the Wolverine Power Cooperative (Wolverine) bulk transmission system. During normal and emergency operations, the ECC Operations Supervisor has the authority to take necessary actions to maintain the safety and reliability of bulk transmission system, up to and including the shedding of firm load.

The ECC Operations Supervisor will work a schedule that includes a normal shift rotation with all ECC employees covering the 24/7 operations.

### **II. REPORTING RELATIONSHIPS**

- A. Reports to: Manager of Energy Operations
- B. Supervises: System Operators

### **III. AUTHORITIES AND RESPONSIBILITIES**

- A. Prepare detailed outages and other reports regarding ECC information for management.
- B. Instruct, train and monitor the performance of all ECC System Operators. Ensure that all changes in Supervisory Control and Data Acquisition (SCADA) equipment and the electrical transmission system are reviewed and understood by all the ECC System Operators.
- C. Responsible for the ECC maintaining compliance with the North American Electric Reliability Corporation (NERC) and Reliability *First* Corporation (RFC) reliability standards. This includes training, documentation, policies and procedures.
- D. Instruct all ECC System Operators on switching procedures and ensure proper clearances are obtained, and write, plan and implement detailed switching procedures as appropriate. Coordinate transmission outages with other departments and review detailed switching procedures to ensure the safety of field personnel and equipment.
- E. Diagnose and review outage and fault locations utilizing available information, direct Wolverine and member owner's line crews in outage situations.
- F. Utilize the SCADA system for switching and control of the electric power system and be responsible for the accuracy of information in the SCADA system.
- G. Maintain a sound working knowledge of all available software and peripheral equipment such as Schweitzer fault locating relay, sequence of event recorders and lines database.

- H. Monitor, and participate as required in, Midwest Independent Transmission System Operator (MISO) transmission meetings and control center information, and communicate that information with Wolverine management.
- I. Provide documented formal simulation training scenarios and provide guidance to the ECC System Operators.
- J. Attend meetings and training sessions as directed by management.
- K. Act as the NERC Alert Contact for ECC System Operators.
- L. All other duties as assigned.

#### **IV. RELATIONSHIPS**

- A. **Internal**  
This position will work closely with the ECC System Operators, Manager of Energy Operations, Vice President Power Supply and the Compliance Coordinator.
- B. **External**  
This position will work closely with MISO, interconnected neighbors, transmission providers, and regional reliability organizations. This position must be able to establish relationships with key influencers in the utility business.

#### **V. QUALIFICATIONS**

- A. **Experience and Education**
  - 1. Must have worked in the capacity of a Wolverine Senior Power Coordinator or Senior System Operator.
  - 2. Requires an Associate's degree from an accredited university in engineering, business, accounting, computer science or an equivalent combination of education and experience.
  - 3. Requires current NERC certification.
- B. **Knowledge**
  - 1. Must have knowledge of the MISO transmission operations, control center reliability standards and NERC/RFC reliability standards.
  - 2. Must have a solid understanding of control center computer systems and related applications.
  - 3. Must have a solid understanding of mathematical and statistical principles to support quantitative analyses and computer modeling techniques.
- C. **Abilities**
  - 1. Requires effective written and verbal communications skills.
  - 2. Must be able to supervise department employees.
  - 3. Must be able to work rotating shifts, weekends, holidays and flexible hours.
  - 4. Perform on-call duties.