

Wolverine Power Supply Cooperative, Inc.

SYSTEM OPERATIONS MANAGER

I. OBJECTIVE

The System Operations Manager is responsible for the safe and efficient operation of Wolverine's transmission system. This position will also be responsible for protection system maintenance and design. This position will also be responsible for the transmission system planning function and will be involved in transmission strategy and RTO policy efforts.

II. REPORTING RELATIONSHIPS

- A. Reports To: Chief Operating Officer
- B. Supervises: ECC Supervisor
Protection/Planning Engineer

III. AUTHORITIES & RESPONSIBILITIES

- A. Formulate long-range transmission strategy. Oversee Wolverine's long-range transmission planning efforts. Provide effective recommendations on alternative courses of action.
- B. Manage the MISO planning process and provide RTO policy input.
- C. Manage the operation of the transmission system in order to maintain a high level of efficiency and safety compliance.
- D. Ensure quality training programs are in place and up to date to properly maintain employee development consistent with changing technologies and environment.
- E. Ensure the department has the proper programs and procedures in place to comply with, and stay current on, NERC reliability standards.
- F. Maintain knowledge of system data and computer programs necessary to provide all information required for relay, fuses, and breaker coordination for the transmission system.

- G. Maintain knowledge of system load flow data and short circuit data for the company's planning and protection software. Oversee necessary load flow studies and short circuit studies for system planning or operation.
- H. Act as the NERC Alert Contact for System Operations - System Protection, and for Transmission Planning.
- I. Support the development and delivery of the safety program and ensure employees conform to safety guidelines.
- J. Ensure system reliability by providing assistance in emergency operations and maintenance projects for both Wolverine and its member-distribution cooperatives.
- K. Provide monthly written reports to system operations, department activities and projects.
- L. Perform any and all other tasks assigned by the Chief Operating Officer.

IV. RELATIONSHIPS

- A. Internal:
 - 1. Must have an excellent working relationship with Chief Operating Officer, the Transmission Maintenance Manager, the Engineering Manager, ECC and transmission personnel, and other Wolverine department employees.
- B. External:
 - 1. Must maintain professional contacts with MISO, regulatory bodies, various contractors, suppliers, and member distribution cooperative personnel.

V. QUALIFICATIONS

- A. Education:
 - 1. A Bachelor of Science degree in engineering or a technical field is required.
 - 2. A Professional Engineering (P.E.) registration in the state of Michigan is preferred.
 - 3. A Master's degree in Engineering or Business Administration is preferred.
- B. Experience:
 - 1. Demonstrated experience in electric transmission lines, substations, operations, and maintenance.
 - 2. Ten years demonstrated managerial experience in engineering and/or a complex operating environment.
- C. Abilities:

1. Must have the ability to manage multiple projects while coordinating and meeting deadlines.
 2. Must have effective written and oral communication skills.
 3. Must have strong managerial and people skills.
- D. Knowledge:
1. Must have knowledge of transmission systems, personnel management, budget preparation, and scheduling.
 2. Must have a solid understanding of NERC Reliability Standards.