



Job Title	System Operations Specialist
FLSA Status	Exempt
Department	ECC

Position Summary

The System Operations Specialist provides technical services, advisement, and training for the safe and reliable operation of Wolverine's transmission system.

Reporting Relationships

- Reports To: ECC Supervisor
- Supervises: None

Duties and Responsibilities

- Coordinate planned system work and serve as the primary point of contact for outages and assist in coordinating outages with neighboring utilities and Midcontinent Independent System Operator (MISO). Assist in determining whether scheduled tasks should proceed or be rescheduled based on situational requirements.
- Lead development of switching procedures, including writing, planning, and implementing of detailed switching procedures as applicable, and ensure proper clearances are obtained. Coordinate transmission outages with other departments and review detailed switching procedures to ensure the safety of field personnel and equipment.
- Create and manage comprehensive linework schedules that encompass project timelines, tasks, and rescheduling activities. Effectively communicate with all relevant internal and external personnel to ensure transparent and timely updates.
- Assist in developing and scheduling any and all training required for TSO continuing education, certifications, RTO processes, and neighboring utilities processes.
- Advise real-time operations from a technical standpoint, offering direction to system operators throughout regular activities and in instances of system emergencies or outside standard business hours as needed.
- Analyze outage reports and operational tracking data and compile comprehensive monthly reports.
- Strategize and organize upcoming projects with operations, construction, and engineering.
- Draft, review, and advise on operating procedures to ensure NERC compliance requirements are met and to help guide the operation of the transmission system.
- Perform all other tasks as assigned by management.

Relationships

- Internal: Must have an excellent working relationship with operations, construction, engineering, and transmission system operators.
- External: Must maintain professional and appropriate levels of interaction with MISO, interconnected neighbors, transmission providers, and regional reliability organizations.

Knowledge, Skills, & Abilities Required

- Must have worked in the capacity of a Wolverine Senior Power Coordinator or Senior System Operator.
- Requires an Associate's degree from an accredited university in engineering, business, accounting, computer science or an equivalent combination of education and experience.
- Requires current NERC certification.
- Must have knowledge of the MISO transmission operations, control center reliability standards and NERC/RFC reliability standards.
- Must have a solid understanding of control center computer systems and related applications.
- Requires effective written and verbal communications skills.
- Must be able to work rotating shifts, weekends, holidays, and flexible hours.
- Perform on-call duties.

Note

Wolverine reserves the right to revise or change position authorities and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Reasonable Accommodation

To perform this job successfully, an individual must be able to perform each essential duty within the working conditions noted above. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations, absent undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

Signatures

Employee

Date

Supervisor

Date

Human Resources

Date

Rev. 08/16/2023