



<b>Job Title</b>	<b>Transmission System Operator</b>
<b>FLSA Status</b>	Exempt
<b>Department</b>	Energy Control Center

### Position Summary

The Transmission System Operator is responsible for the reliable and safe operation of Wolverine's transmission system under both normal and emergency conditions. The Transmission System Operator has authority over all personnel that affect the reliability of the Wolverine bulk transmission system.

During normal and emergency operations, the Transmission System Operator has the authority to take necessary actions to maintain the safety and reliability of the bulk transmission system, up to and including the shedding of firm load without obtaining approval from higher-level personnel. The Transmission System Operator is responsible for complying with the North American Electric Reliability Corporation (NERC) Operating Standards, Reliability First Standards and following the direction of the Reliability Coordinator.

### Reporting Relationships

- Reports To: ECC Operations Supervisor
- Supervises: None

### Duties and Responsibilities

- Transmission:
  - Write, plan, and implement approved detailed switching procedures and issue clearances on transmission lines and associated equipment on the Wolverine transmission system.
  - Develop line work and switching schedules with Wolverine's Operations group and interconnected systems. Enter schedule in Daily Outage Report and the Control Room Outage Window (CROW).
  - Call on generation support as needed and operate the Transmission system in a manner that will not exceed thermal and voltage limits or cause System Operating Limits (SOL's).
  - Diagnose outage and fault locations utilizing available information, direct Wolverine and member cooperative personnel in outage situations, and maintain an accurate and detailed sequence of events for outage reports.
  - Utilize the Supervisory Control and Data Acquisition (SCADA) system for switching and control of the Wolverine transmission system, including transformer Load Tap Changer (LTC) control for maintenance of vars and voltage, and remote operation of circuit breakers, auto reclosers and peripheral equipment as appropriate.
  - Maintain a sound working knowledge of all available software and peripheral equipment such as Schweitzer fault locating relays, sequence of event recorders and lines database.
  - Ensure operational data in the Schweitzer is correct and the program database is up to date.
  - Perform any task or special project that provides information that is critical for department and control center operation as requested by Wolverine management.

- Work with Associate Transmission System Operators to train and review their work and assist them in preparing for the NERC System Operator Certification testing.
- NERC Compliance:
  - Review, update and create procedures for the Energy Control Center to ensure compliance with all NERC requirements.
  - Review and update Wolverine Audit Guides (WAG's) and Reliability Standard Audit Worksheets (RSAW's) as needed.
  - Comply with all Wolverine procedures and NERC requirements.

## Relationships

- Internal: Must have a good working relationship with the line crews and operators at the generation plants to ensure reliable and safe operation of the bulk transmission system, system operators, and all other Wolverine personnel to provide necessary information and data.
- External: Must develop a good working relationship with personnel from other utilities with respect to scheduling and coordinating transmission requests. Must develop a good working relationship with distribution cooperative operations personnel.

## Knowledge, Skills, & Abilities Required

- Must have obtained the required NERC certification and worked a minimum of one year in the Associate Transmission System Operator position or a position equivalent in function and responsibility to the Transmission System Operator at Wolverine or another electric utility.
- Must successfully complete the Transmission System Operator examination.
- Must maintain required certification as directed by Wolverine management and NERC continuing educational standards.
- Must have a demonstrated ability to effectively communicate via the telephone and radio in both emergency and non-emergency situations.
- Must have a demonstrated ability to precisely and legibly communicate in writing.
- Must have a demonstrated ability to direct field personnel on a daily basis as well as in emergency work situations in a safe and reliable manner.
- Must have a demonstrated ability to make critical decisions under pressure of schedules and other critical incidents.
- Must have a demonstrated ability to coordinate the entire restoration process in an isolated outage situation.
- A familiarity with operations in generation and bulk transmission systems.
- A strong familiarity with the operations of personal computers, including electronic spreadsheets, databases, corporate email and Internet.
- Requires visual acuity necessary to distinguish color differentiation, read charts, diagrams and data from a computer terminal.

- Work schedules are rotating shifts including weekends, holidays and overtime.
- Will be subject to 24-hour call-in.

**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**

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date