

## **SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE**

Position Title	<b>System Operator</b>	Date	<b>January, 2011</b>
Department	<b>System Control Operations</b>	Pay Status	<b>Hourly</b>
Reports To	<b>Manager, System Operations</b>	FLSA Category	<b>Non-Exempt</b>
Location	<b>Garden City</b>	EEO Category	<b>6</b>

### **SUMMARY**

Provide safe and reliable operation of the transmission system following the North American Electric Reliability Corporation's (NERC) operating and reliability standards and procedures, Southwest Power Pool (SPP) criteria and established company policies, practices, and procedures. Monitor Sunflower's transmission and generation system through use of the Energy Management System (EMS) and respond to situations that influence the capability of the Interconnected Transmission system. Direct appropriate staff in line switching, voltage regulation, and generation loading.

### **ESSENTIAL RESPONSIBILITIES**

#### **System Operations**

Accept the authority of the Transmission Operator and Balancing Authority to implement real-time actions to ensure the stable and reliable operation of the Bulk Electric System which shall include actions such as shedding firm load to prevent or alleviate System Operating Limit (SOL) or Interconnection Reliability Operating Limit (IROL) violations without obtaining approval from higher-level personnel. This responsibility shall include the clear decision-making authority of the Balancing Authority to take whatever actions are needed to ensure the reliability of its respective area and shall include specific authority to alleviate operating emergencies including capacity and energy emergencies.

Provide safe and reliable operation of the transmission system complying with the NERC reliability standards, SPP criteria and established company policies, practices, and procedures.

Maintain working knowledge of the SPP reliability standards, criteria and guides, NERC reliability standards and procedures, and all participation agreements, interconnection agreements, and power contracts as applicable.

Monitor Sunflower's transmission and generation system through use of EMS and respond to situations that influence the capability of the interconnected transmission system.

Monitor and adjust equipment to ensure conditions exist for the proper operation of system facilities while maintaining safe, reliable service.

Direct appropriate staff in line switching, voltage regulation, and generation loading. Coordinate and issue system work orders to assure safe operating conditions for maintenance purposes.

Communicate, as needed, with the Control Room Operators at all generating facilities, Member systems, surrounding utilities, power pools, power marketing agencies, and market participants to ensure proper operational status and load requirements are met.

Communicate with other utilities and power/energy trading organizations to facilitate system stability and market participation.

Respond to routine and emergency situations to maintain service to the Members and to protect the safety of Sunflower employees, Member System employees, employees of interconnected systems, and the general public.

Respond to alarms and other operational situations as required to preserve the integrity of the bulk electric grid and protect equipment owned by Sunflower, Mid-Kansas Electric Company, LLC, Members, and interconnected systems.

### **Safety**

Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. Properly wear and care for applicable safety gear and/or equipment required. Identify and communicate unsafe conditions to supervisor, co-workers, and the Safety Department and/or correct or assist in resolving safety concerns and issues. Must understand and comply with the Clearance Procedure as applicable.

### **Culture**

Demonstrate a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices.

### **Other Responsibilities**

Prepare, maintain, and update, as needed, a chronological log of system conditions, clearances, hot line orders, hourly and daily energy accounting data, as applicable, and other recordkeeping requirements as necessary.

Operate and maintain UNIX and MS-Dos-based computer equipment.

As assigned or required to support Sunflower's mission and operations.

## **QUALIFICATIONS**

### **Certifications and Licenses**

Must possess and maintain NERC certification.

### **Education and Experience**

High school diploma and two years system operator trainee experience, or equivalent combination of education and experience.

### **Knowledge, Skills, Abilities**

Able to think quickly, logically, and accurately in identifying and responding properly to normal, abnormal, and emergency situations, often under stressful conditions.

Knowledge of advanced mathematics, AC power concepts, and computer skills.

Able to establish and maintain professional interactions with all employees, vendors, guests, and others doing business with Sunflower.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

**Other**

Must possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Must be able to work 12-hour rotating shifts, including holidays and weekends.

Must pass and maintain NERC security clearance.

**Physical and Mental Demands**

See Physical and Mental requirements sheet.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

## **SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE**

Position Title	<b>System Operator Trainee</b>	Date	<b>December 2010</b>
Department	<b>System Control Operations</b>	Pay Status	<b>Hourly</b>
Reports To	<b>Manager, System Operations</b>	FLSA Category	<b>Non-Exempt</b>
Location	<b>Garden City</b>	EEO Category	<b>6</b>

### **SUMMARY**

**This position is deemed a training position and will work on increasingly complex system operational responsibilities under the direction and supervision of the System Operators and the Manager, System Operations.**

Provide safe and reliable operation of the transmission system following the North American Electric Reliability Corporation's (NERC) operating and reliability standards and procedures, Southwest Power Pool (SPP) criteria and established company policies, practices, and procedures. Monitor Sunflower's transmission and generation system through use of the Energy Management Systems (EMS) and respond to situations that influence the capability of the interconnected transmission system. Direct appropriate staff in line switching, voltage regulation, and generation loading.

### **ESSENTIAL RESPONSIBILITIES**

#### **System Operations**

Provide safe and reliable operation of the transmission system following the NERC operating and reliability standards and procedures, SPP criteria and established company policies, practices, and procedures.

Monitor Sunflower's transmission and generation system through use of EMS and respond to situations that influence the capability of the Interconnected Transmission system.

Monitor and adjust equipment to ensure conditions exist for the proper operation of system facilities while maintaining safe, reliable service.

Direct appropriate staff in line switching, voltage regulation, and generation loading. Coordinate and issue system work orders to assure safe operating conditions for maintenance purposes.

Communicate on an as-needed basis with the control room operators at all generating stations, Member Systems, surrounding utilities, power pools, power marketing agencies, and market participants to ensure proper operational status and load requirements are met.

Maintain working knowledge of the SPP reliability standards, NERC reliability standards and procedures, and all participation agreements, interconnection agreements, and power contracts as applicable.

Communicate with other utilities and power/energy trading organizations in maintaining system stability and market participation.

Accept authority to implement procedures and respond quickly and accurately to emergency conditions to ensure public safety and maintain service to consumers.

Respond to routine and emergency situations to protect the safety of Sunflower employees, Member System employees, employees of interconnected system, and the general public.

Perform proactively and respond to alarms and other operational situations, as required, to preserve the integrity of the bulk electric grid and protect equipment owned by Sunflower, Mid-Kansas Electric Company, LLC (MKEC), Members, and interconnected systems.

### **Safety**

Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. Properly wear and care for applicable safety gear and/or equipment required. Identify and communicate unsafe conditions to supervisor, co-workers, and the Safety Department and/or correct or assist in resolving safety concerns and issues. Must understand and comply with the Clearance Procedure as applicable.

### **Culture**

Demonstrate a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices.

### **Other Responsibilities**

Prepare, maintain, and update, as needed, a chronological log of system conditions, clearances, hot line orders, hourly and daily energy accounting data, as applicable, and other recordkeeping requirements as necessary.

Operate and maintain UNIX and MS-Dos-based computer equipment.

As assigned or required to support Sunflower's mission and operations.

## **QUALIFICATIONS**

### **Education and Experience**

High school diploma and six years generation operations or transmission systems experience, or equivalent combination of education and experience.

### **Knowledge, Skills, Abilities**

Able to think quickly, logically, and accurately in identifying and responding properly to normal, abnormal, and emergency situations, often under stressful conditions.

Knowledge of advanced mathematics, AC power concepts, and computer skills.

Able to establish and maintain professional interactions with all employees, vendors, guests, and others doing business with Sunflower.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

**Other**

Must possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Must be able to work 12-hour rotating shifts, including holidays and weekends.

**Promotion Requirements**

*Employees are expected to obtain NERC System Operator certification within two years and progress through the training as a condition of employment for the craft of system operator.*

**Physical and Mental Demands**

See Physical and Mental requirements sheet.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

**SUNFLOWER ELECTRIC POWER CORPORATION  
PHYSICAL AND MENTAL REQUIREMENTS**

**Position** System Operator

**Date** February 2010

**Physical Tasks and Exposure**

For the following, indicate if the task or exposure during a typical shift is:

**O** = Occasional (<10% of time); **S** = Sometimes (26-50%); **F** = Frequently (51-75%); **R** = Regularly (>75%)

<b>O</b>	<b>S</b>	<b>F</b>	<b>R</b>	<b>Task/Exposure</b>	<b>O</b>	<b>S</b>	<b>F</b>	<b>R</b>	<b>Task/Exposure</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing					Lifting/Lowering:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching above					Carrying:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heights					<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variable weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dampness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing/Pulling:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise					<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust/Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ionizing radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--skin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--lungs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive--wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive--elbow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other <u>Sitting.</u>					

Comments

**Audio-Visual**

For the following, check if essential to the position

- Hearing: \_\_\_\_\_
- Vision: \_\_\_\_\_
- Color discrimination: \_\_\_\_\_
- Depth perception: \_\_\_\_\_
- Other: \_\_\_\_\_

**Mental Requirements**

For the following, check if essential to the position

- Sense of urgency
- Works alone
- Concentration
- Other
- Multiple tasks
- Independent judgment
- Proper reasoning
- Repetition

Mental Strain

**Other**

For the following, check if essential to the position

- Chest X-Ray
- Spirometry
- PT Performance Test
- Color Blindness
- Audiogram
- Physical (Non-DOT)
- Physical (DOT)