

4875

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05
Revised

TITLE: UTILITIES DISPATCH SUPERVISOR

DEFINITION

Under general supervision, to plan, direct and supervise the operation and dispatch of the electrical power system, and monitoring and dispatch of the water system, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Work involves supervisory responsibility for the 24-hour operation and the dispatch of Energy Delivery and Water System in monitoring, controlling, and regulating the transmission and distribution of electric power by assigned staff. Work follows established policies and procedures in conducting normal operations and various switching programs but requires the application of judgement and initiative in carrying out routine work assignments. In responding to emergencies, determines appropriate response and performs actual adjustments or directs staff to make adjustments in power distribution and transmission without contact with higher level supervision.

REPORTS TO: Utilities Electric Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. Exercises general supervision over Utilities Electric Power System Dispatchers I & II and other assigned personnel to area operations.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assign, schedule and supervise assigned staff to operate and maintain electric substations; monitor, control and regulate the transmission and distribution of electric power; make quick and concise observations of the condition of lines and equipment during emergency conditions; use judgement to adjust voltages and distribution of power, open and close disconnect switches, shorts and grounds transmission lines and equipment and place and remove clearance tags on equipment and switches. Monitor utility communications systems and dispatch repair personnel as needed.
- Assume overall responsibility and jurisdiction for de-energizing lines and equipment for the issuance of clearances and holds to field crews; dispatch instructions to field crews to perform switching operations at substations, on transmission and distribution lines during normal and emergency conditions; monitor and control the electric transmission and distribution system through the SCADA control console; operate circuit breakers, operate high voltage equipment and circuits and related operations; take steps necessary to restore electric service as soon as breakdowns or defective conditions have been identified or corrected; notify Electric Operations Manager and other authorized persons of emergency condition.
- Supervise and participate in the reading of meters, gauges, oil levels, temperatures and other checks and tests on electric power system equipment or circuits; write switching programs; operate radio base station; analyze the public's complaints of electrical, water and street light problems to determine the corrective action required; monitor Water Division SCADA terminal; dispatch water crews, troubleshooters, and pump operators; dispatch field personnel for water and electric service connections, disconnects and reconnects; maintain a log of operation of the system.
- Supervise and train Utilities Electric Power System Dispatchers I & II.
- Administer the Utilities Electric Power System Dispatcher Training Program.

- Receive, review and write all utility switching programs requested by all utility field supervisors. Schedule and coordinate all utility switching.
- Develop operating orders and Standard Practices.
- Supervise the preparation and timely issue of periodic reports and the maintenance of Dispatch maps and records.
- Assume the duties of the Utilities Electric Operations Manager when assigned.

QUALIFICATIONS

Knowledge of:

- Principles of electric theory as applied to the operation of electrical transmission and distribution systems.
- Functions, operation and care of voltage control, transformers, relays, oil circuit breakers, switches and related equipment and devices
- Function, operation and care of SCADA control systems. City substation operating policies and procedures.
- Physical layout of the electric transmission and distribution system and the location of all electric substations, substation equipment and controls, switches, meters, indicators and emergency devices.
- Proper safety precautions, practice, procedures, rules and regulations for the operation of electric transmission and distribution systems.

Ability to:

- Communicate complex oral and written directions clearly and in exact detail. React quickly and efficiently in emergencies.
- Supervise and train Electric Power System Dispatchers I & II.
- Generally be available for after-hours consultation and work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the City of Riverside's Electric Power System Dispatcher Training Program or a comparable course of study to include a minimum of 67 college semester units directed toward the principles and operation of an electric power system and its components.

Experience: A minimum of four years of experience comparable to an Electric Power System Dispatcher II in the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Dispatch Supervisor

TO: Utilities Electric Operations Manager