

RESPONSIBILITY OUTLINE



Job Title	System Operator Trainee		
Department	System Control Operations	Pay Status	Hourly
Reports To	System Operations Trainer	FLSA Category	Nonexempt
Location	Garden City		

SUMMARY

This position is deemed a training position and will work with increasingly complex systems while developing the skills and knowledge needed to achieve operational responsibilities. Trainee will be under the direction and supervision of the system operations trainer, while also being provided guidance by system operations staff.

Essential Responsibilities

System Operations

Work alongside System Operators to:

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

Monitor Sunflower's transmission and generation systems through use of EMS and respond to situations that influence the reliability and 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 the 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 with the control room operators at all generating stations, Sunflower Members, Member Systems, surrounding utilities, power pools, power marketing agencies, and market participants as needed to ensure proper operational status and load requirements are met.

Learn and maintain knowledge of the SPP reliability criteria, NERC reliability standards, Sunflower procedures, and all interconnection agreements, as applicable.

Accept responsibility to act with 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, Members, and interconnected systems.

Safety

Sunflower employees are expected to approach their personal safety and their coworker's safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and 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. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

Associate degree in applied science with an emphasis in electronics, electrical or related technology and three years utility experience, or equivalent combination of education and experience.

Knowledge, Skills, Abilities

Successful completion of the EEI (Edison Electric Institute) System Operator/Power Dispatching II (SO/PD II) Selection System test.

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

Working knowledge of algebra, geometry, basic principles of physics, and alternating current (ac) and direct current (dc) power concepts.

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

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.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled. Able to respond and report to work during off hours in emergency situations. Able to work 12-hour rotating shifts, including holidays and weekends.

This position requires a five-year commitment to the department. Employees are unable to transfer out of the department for a minimum of five years beyond the start date in the position.

Promotion Requirements

Employees are expected to progress through the training during the prescribed time period to the System Operator as a condition of employment per the standards of training for the craft of System Operator Trainee.

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.

EEO Category	6	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

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

Occasional (0-33% of the workday); **Frequent** (34-66%); **Constant** (67-100%)

Task/Exposure	O	F	C
Standing	X		
Walking	X		
Sitting			X
Climbing			
Crouching	X		
Twisting	X		
Reaching above	X		
Heights over 4 ft			
Confined spaces			
Variable weather			
Cold			
Heat			
Noise over 85 decibels			
Dust/Dirt			
Ionizing radiation			
Chemicals			
Repetitive - Wrist			X
Repetitive - Elbow			X
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
Carrying			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
Pushing			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds	X		
11-30 pounds			
31-50 pounds			

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	
Level 2		Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	X
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.