Lincoln Electric System

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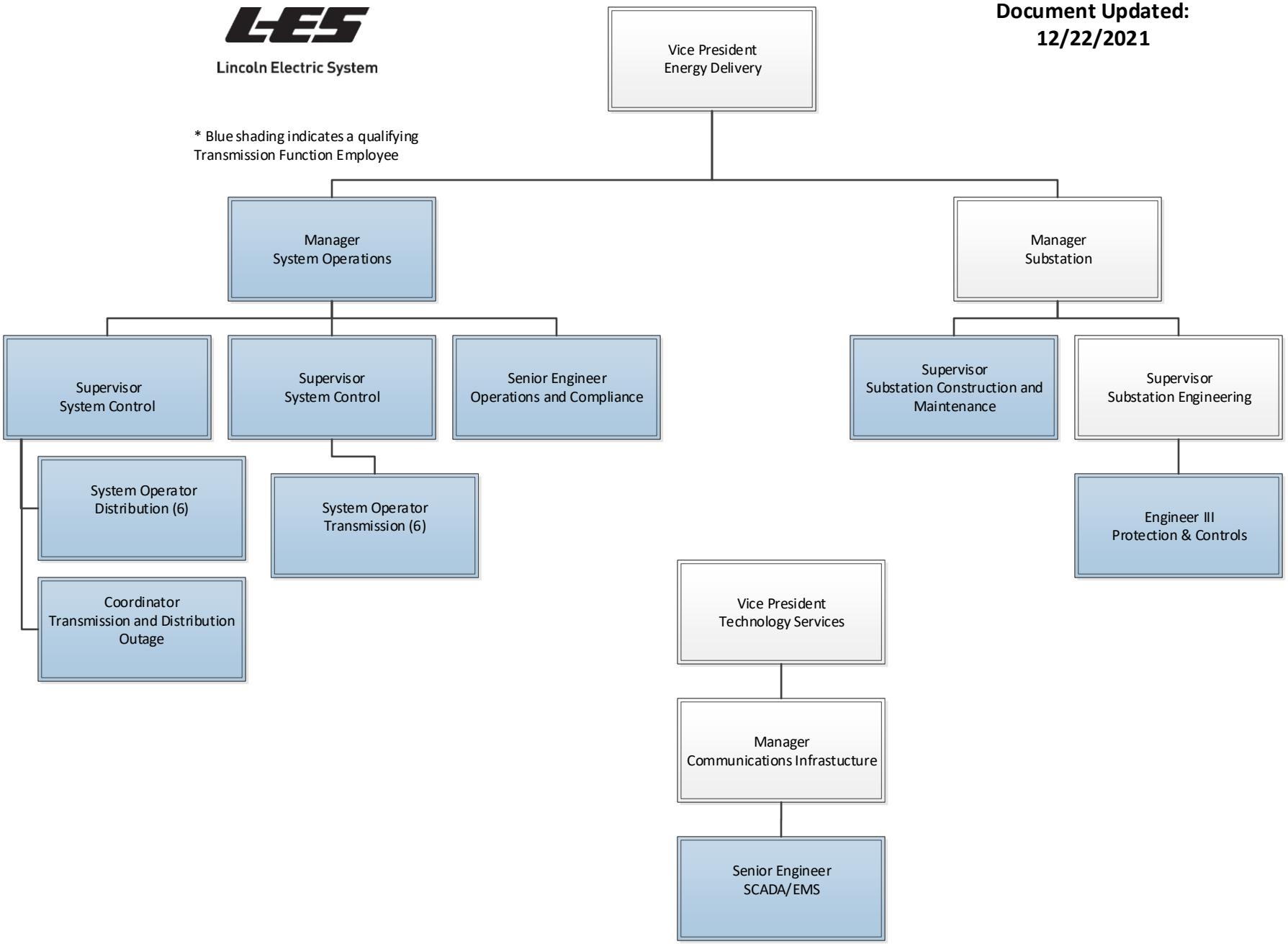

Job Description Summaries

Coordinator, Transmission and Distribution Outage

- Process switching orders Processes switching orders including: planning, coordinating, writing, approving and issuing to personnel, contractors and other utilities during normal and emergency situations.
- Supports the assessment and management of contingency risks and associated mitigation plans on an ongoing basis, including the impact of emergent work on planned outages, to ensure that all planned outages will not jeopardize the safe and reliable operation of the electrical system.
- Has the primary authority and responsibility to direct and implement real-time actions, including shedding of firm load during normal, emergency and restoration conditions. Response, when necessary, may be taken without obtaining approval from management.
- Attends project outage coordination meetings. Provides input and support. Provides updates from meetings to System Control Supervisors to include operator perspective into projects. Obtains feedback on process improvements and lessons learned for future projects and outages.
- Communicates with and directs field crews and other personnel, for normal and emergency switching, system and customer-related outages or problems, and other incidents as necessary.
- Monitors status of generation resources, high voltage transmission elements, and distribution system elements that impact the LES' electrical system.
- Assists in major storm and outage restoration.
- Establishes and maintains excellent working relationships with outage scheduling stakeholders, including internal LES departments, other utilities, and external customers.
- Ensures the process for scheduling outages is understood and periodically evaluated by the necessary and involved individuals to maximize efficiency.
- Ensures regulatory compliance with applicable Federal, State, and local agencies related to North American Electric Reliability Corporation (NERC), utility management, environmental, and OSHA matters.
- Primary stakeholder in administration of software changes.
- Evaluates and takes appropriate action during loss of Primary Control Center functionality.

Engineer III, Protection & Controls (Substation Engineering Department)

- As subject matter expert, trains and develops lower level staff to include providing guidance and advice, setting deadlines, and monitoring of work.
- Performs the planning, design, analysis, construction, commissioning, integration, installation, operation, and optimization of protection, controls, alarm monitoring and other critical operational systems and applications.
- Leads medium to large projects with minimal guidance.
- Designs protection schemes for industrial, balance of plant, and utility substation applications including one-lines, three-lines, DC schematics, and relay settings.
- Evaluates the interoperability, control features, and communication/protocol aspects of protective relays, communication processors, and remote terminal units.
- Develop programs, processes, and documentation to comply with NERC regulatory standards and other applicable Federal, State, and local codes, laws, and standards.
- Perform tasks related to maintaining compliance with applicable NERC regulatory standards.
- Develops, revises, and evaluates new protection and control schemes and evaluates proposed system changes to determine their effect on existing protection and controls schemes.
- Researches activities pertaining to failure analysis, engineering, and construction practices.

- Performs power system power flow studies, fault studies, relay setting coordination, and transient studies.
- Completes economic, loading, system analysis, and technical reports.
- Prepares and implements LES engineering standards, standard materials, specifications, policies, procedures and guidelines for LES systems and applications.
- Performs field visits to assess current conditions, future improvements, job progress, problems, potential changes, and/or other related issues.
- Represents Lincoln Electric System in meetings and conferences with engineers, architects, neighboring utilities, etc., to resolve questions and to plan and coordinate work.

Manager, System Operations

- Provides strategic leadership to department management and oversees the effective supervision of staff to include prioritizing and assigning work, conducting performance evaluations, monitoring employee performance, ensuring staff members are trained and cross trained, resolving conflicts, and making hiring, termination and disciplinary recommendations.
- Develops and implements short- and long-term goals for area of assignment and assists with establishing strategic goals, long-term objectives and short-term priorities for the division.
- Recommends, develops, implements, and communicates policies, programs, and processes for area of assignment and interprets them in a manner that is fair and consistent with the document's intent.
- Oversees compliance with NERC regulatory requirements related to the reliable 24/7 operation of the Bulk Electric System during normal and contingency system conditions.
- Provides strategic oversight for multiple complex, cross-functional projects for area of assignment.
- Oversees training programs, validation, associated manuals and guides to ensure associated employees are trained and prepared for all emergency situations, to ensure proper system operations, and to comply with all applicable regulatory requirements.
- Develops, monitors and analyzes department operational and capital budgets, expenses, and budget variances to identify trends, control costs, etc. in order to recommend needed resources, account for current and future regulatory requirements and risk mitigation. Makes decisions based on the limits of approved budgets and policies.
- Monitors service delivery and analyzes ongoing operational responsibilities using customer service metrics, department performance metrics, utility benchmarks, etc., to ensure continuous improvement of department, division and company-wide operations.
- Identifies needed services and manages the request for proposal process including soliciting and evaluating bids, determining vendor to be awarded, contract review, etc., and reviews the work of selected consultants and vendors to confirm the work meets requirements.
- Represents the department and/or organization by attending meetings, public events, and speaking engagements, attends staff meetings, committee meetings, and/or other related meetings, and serves as a liaison with external agencies.

Senior Engineer, Operations and Compliance

- Serves as a lead to lower level staff including prioritizing and monitoring work, ensuring subordinates receive training/are trained in proper work methods, and providing input on performance to management staff.
- Serves as department liaison with internal customers, external entities, governmental agencies, other utilities, external auditors, vendors, etc.
- Develops and manages the internal control processes for maintaining compliance with the applicable regulatory standards in the substation department.
- Perform tasks related to maintaining compliance with applicable NERC regulatory standards.

- Anticipates and interprets NERC related developments and advises management of future changes to compliance requirements.
- Develops, manages, and performs audits on centralized information technology data resources to support orderly, efficient, and accurate data retention, policies and evidence related to NERC requirements.
- Collaborates with peers and other internal departments to prepare documentation, evidence, and policies related to applicable NERC Standards.
- Participates in external organization meetings such as SPP-SPCWG, MRO –Protection Relay Groups, SPP-CIPWG, Utility Roundtables, NATF, etc.
- Leads the coordination effort with peer personnel to develop comments and voting recommendations on all proposed NERC and MRO reliability standards related to assigned facilities.
- Conducts departmental self-assessments to identify areas for improvement and any potential areas of non-compliance to include improved operations, improved turnaround times, streamlined work processes, elimination of maintenance activities, etc.
- Leads large, complex projects for area of assignment.
- Performs research activities pertaining to failure analysis, engineering, construction, and maintenance practices.

Senior Engineer, SCADA/EMS (Communications Infrastructure Department)

- Develops and maintains all SCADA configuration files and databases.
- Develops, revises, and evaluates proposed system changes to SCADA and determine their effect on existing schemes.
- Collaborates with peer departments to develop and maintain NERC CIP program, policies, and procedures.
- Participates in NERC CIP and required audits as a subject matter expert.
- Serves as a lead to lower level staff including prioritizing, assigning, and monitoring work, ensures subordinates receive training/are trained in proper work methods, and provides input on performance to management staff.
- Uses state estimation software to perform day ahead studies.
- Coordinates with the Southwest Power Pool (SPP) and peers on Reliability Coordinator (RC) modeling changes.
- Evaluates the interoperability and communication/protocol aspects of remote terminal units (RTU).
- Responsible for day-to-day operations, emergency routines, system additions, guidelines and training, and system procedures.
- Represents Lincoln Electric System in meetings and conferences with engineers, neighboring utilities, etc., to resolve questions and to plan and coordinate work.
- Leads large, complex projects for area of assignment.
- Completes economic, system analysis, and technical reports.

System Operator, Distribution

- Monitors and controls distribution system utilizing applicable software programs such as Supervisory Control and Data Acquisition (SCADA) and Geographical Information Systems (GIS), including frequency, voltage, current, electrical facility loadings, real and reactive power and alarm status points.
- Has primary authority and responsibility to direct and implement real time actions, including shedding firm load during normal, emergency and restoration conditions. Response, when necessary, may be taken without obtaining approval from management.
- Communicates with and directs field crews and other personnel, for normal and emergency switching, system and customer-related outages or problems, and other incidents as necessary.
- Responds to emergency and non-emergency calls and conditions, determines appropriate entities to notify

in emergency situations, and assists customers with internal problems.

- Coordinates with engineers, field personnel, and other utility workers to provide information such as clearances, switching orders and operational issues on the distribution system during normal and emergency situations.
- Processes distribution switching orders, which includes: planning, coordinating, writing, approving and issuing to personnel, contractors and other utilities during normal and emergency situations. • Coordinates and directs major storm and outage restoration.
- Monitors communications, including telephone, radio and 911 phone with priority given to 10-X calls or other emergency situations.
- Updates SCADA, GIS, and other software programs on a continual basis to reflect the current status of the distribution system.
- Serves as the Emergency One Call Coordinator as assigned during the week and on weekends.
- Evaluates and takes appropriate action during loss of Primary Control Center functionality.

System Operator, Transmission

- Monitors and controls transmission system utilizing applicable software programs such as Supervisory Control and Data Acquisition (SCADA), State Estimator / Real-time Contingency Analysis, and Geographical Information Systems (GIS), including frequency, voltage, current, electrical facility loadings, real and reactive power and alarm status points.
- Has primary authority and responsibility to direct and implement real time actions, including shedding firm load during normal, emergency and restoration conditions. Response, when necessary, may be taken without obtaining approval from management.
- Communicates with and directs field crews and other personnel, for normal and emergency switching, system outages or problems, and other incidents as necessary.
- Responds to emergency and non-emergency calls and conditions, determines appropriate entities to notify in emergency situations, and files threat advisories with applicable agencies.
- Coordinates with Reliability Coordinator, neighboring Control Areas, engineers, field personnel, and other utility workers to provide information such as clearances, switching orders and operational issues on the transmission system during normal and emergency situations.
- Processes transmission switching orders, which includes: planning, coordinating, writing, approving and issuing to personnel, contractors and other utilities during normal and emergency situations. Handles complex projects.
- Coordinates and directs major storm and outage restoration for transmission system.
- Monitors communications, including telephone, radio and satellite phone with priority given to 10- X calls or other emergency situations.
- Updates SCADA, TOA, and other software programs on a continual basis to reflect the current status of the transmission system.
- Evaluates and takes appropriate action during loss of Primary Control Center functionality.

Supervisor, Substation Construction and Maintenance

- Supervises staff to include prioritizing and assigning work, conducting performance evaluations, monitoring employee performance, ensuring staff members are trained and cross trained, resolving conflicts, and making hiring, termination and disciplinary recommendations.
- Provides oversight for large, complex projects for area of assignment.
- Manages the construction, maintenance and troubleshooting for Substation and Downtown network projects by ensuring adequate materials, equipment and resources are available.
- Develops, implements and monitors short and long-term goals and objectives for the department.

- Establishes and implements policies and processes for area of assignment and assesses risks related to policies and department activities.
- Assists in the development and review of bid specifications for new substation equipment.
- Ensures appropriate documentation of the initial test results for new equipment to meet compliance reporting and documentation requirements.
- Develops capital and operational budgets for area of assignment, including monitoring and explaining variances, approving and reviewing expenditures, etc.
- Investigates and resolves complex department issues; resolves equipment issues with manufacturers.

Supervisor, System Control

- Supervises staff to include prioritizing and assigning work, conducting performance evaluations, monitoring employee performance, ensuring staff members are trained and cross trained, resolving conflicts, and making hiring, termination and disciplinary recommendations.
- Provides oversight for large, complex projects for area of assignment.
- Ensures regulatory compliance with applicable Federal, State, and local agencies and follows strict records retention requirements.
- Identifies existing or potential risks affecting the safety of employees and the public in conjunction with the reliability of the system and consults with peer departments, other electrical utilities, contractors or the public to resolve any issues.
- Monitors, regulates, and operates the LES transmission and distribution system to maintain optimum safety and reliability during normal and emergency conditions.
- Has primary authority and responsibility to direct and implement real time actions, including shedding firm load during normal, emergency and restoration conditions. Response, when necessary, may be taken without obtaining approval from management.
- Establishes and implements policies and processes for area of assignment and assesses risks related to policies and department activities.
- Represents LES in a variety of internal and external meetings regarding operational or technical activities in assigned area of responsibility.
- Develops capital and operational budgets for area of assignment, including monitoring and explaining variances, approving and reviewing expenditures, etc.
- Develops, implements and monitors short and long-term goals and objectives for the department.