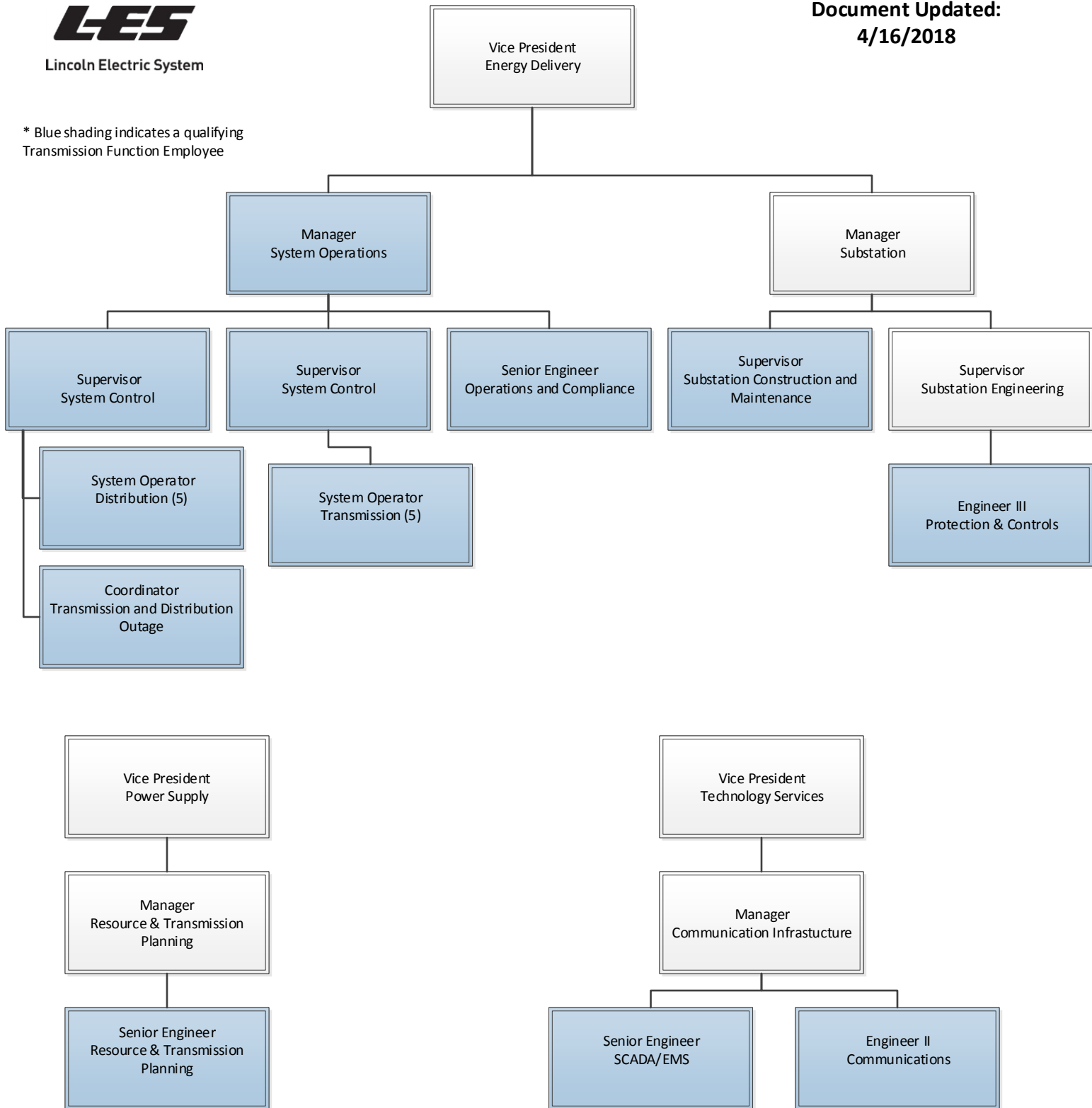


\* Blue shading indicates a qualifying  
Transmission Function Employee



## Job Description Summaries

### **Coordinator, Transmission and Distribution Outage**

- Process switching orders including: planning, coordinating, writing, approving and issuing to personnel, contractors and other utilities during normal and emergency situations.
- 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.
- 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.
- Establishes and maintains excellent working relationships with outage scheduling stakeholders, including internal LES departments, other utilities, and external customers.
- Monitors status of generation resources, high voltage transmission elements, and distribution system elements that impact the LES' electrical system.
- Ensures the process for scheduling outages is understood and periodically evaluated by the necessary and involved individuals to maximize efficiency.
- Assists in major storm and outage restoration.
- Ensures regulatory compliance with applicable Federal, State, and local agencies related to North American Electric Reliability Corporation (NERC), utility management, environmental, and OSHA matters.
- Be fluent in logging and scheduling software, as used in System Control, and be a primary stakeholder in administration of software changes.
- Evaluates and takes appropriate action during loss of Primary Control Center functionality.

### **Engineer II, Communications (Communications Department)**

- Maintains the planning, design, analysis, construction, commissioning, integration, installation, operation, and optimization of telecommunication systems.
- Implements project specifications, cost control, and schedule objectives for various projects while organizing the design process, material acquisition, and construction of assigned projects.
- Implements LES engineering standards, standard materials, specifications, policies, procedures and guidelines for LES systems and applications.
- Implements new telecommunication schemes and evaluates proposed system changes to determine their effect on existing schemes.
- Implements communications equipment for substations and operating centers.
- Evaluates the interoperability and communication/protocol aspects of protective relays, communication processors, and remote terminal units (RTU).
- Researches activities pertaining to failure analysis, engineering, and construction practices.
- Completes economic, system analysis, and technical reports.
- 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.
- Coordinates State, County and City projects as they relate to LES facilities.

- Administers telecommunication schemes. This includes all configuration files and databases.
- Maintains fiber optic network, day-to-day operations, emergency routines, system additions, guidelines and training, and system procedures.
- Maintains corporate data network, day-to-day operations, emergency routines, system additions, guidelines and training, and system procedures.

### **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.
- Leads medium to large projects with minimal guidance.
- Performs the planning, design, analysis, construction, commissioning, integration, installation, operation, and optimization of protection, controls, alarm monitoring and other critical operational systems and applications associated with generation, substation, transmission and distribution.
- Designs and implements project specifications, cost control, and schedule objectives for various projects while organizing the design process, material acquisition, and construction of assigned projects.
- Prepares and implements LES engineering standards, standard materials, specifications, policies, procedures and guidelines for LES systems and applications.
- Develops, revises, and evaluates new protection and control schemes and evaluates proposed system changes to determine their effect on existing protection and controls schemes.
- Specifies and procures SCADA and metering equipment for substations and operating centers.
- 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.
- Performs power system power flow studies, fault studies, relay setting coordination, and transient studies.
- Researches activities pertaining to failure analysis, engineering, and construction practices.
- Completes economic, loading, system analysis, and technical reports.
- 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.
- Coordinates State, County and City projects as they relate to LES facilities.
- Develops and maintains all protection and controls equipment. This includes all configuration files, relays settings, functional tabulation sheets.
- Responsible for SCADA day-to-day operations, emergency routines, system additions, guidelines and training, and system procedures.

### **Manager, System Operations**

- Manages and oversees the effective supervision of staff to include prioritizing and assigning work, monitoring performance, conducting performance evaluations, ensuring staff are trained, and making hiring, termination and disciplinary recommendations.
- Provides leadership, vision, and guidance for area of responsibility.
- Assists with establishing the division's strategic plan and sets priorities for department consistent with division goals.
- Establishes long and short-term goals and Manages and oversees the effective supervision of staff to include prioritizing and assigning work, monitoring performance, conducting performance evaluations, ensuring staff are trained, and making hiring, termination and disciplinary recommendations.

- Provides leadership, vision, and guidance for area of responsibility.
- Assists with establishing the division's strategic plan and sets priorities for department consistent with division goals.
- Establishes long and short-term goals and sets priorities for system operations while coordinating with division leaders and staff to accomplish organizational goals and objectives.
- Supports LES safety initiatives and promotes a strong safety culture within the department.
- Manages the development and implementation of department goals, objectives, policies, and priorities by determining appropriate services, staffing levels, and resource allocations.
- Develops and monitors methods to protect the assets of the organization.
- Directs supervisors to ensure assignments and projects are completed safely and efficiently to maximize productivity and prevent personal injuries and other unnecessary losses.
- Monitors NERC regulatory standards to keep compliant with and develop processes, procedures, and training for changing NERC requirements.
- Oversees Operator Training Programs, validation, associated manuals or guides to ensure system operations and associated employees are trained and prepared for all emergency situations and to comply with all applicable NERC regulatory requirements.
- Develops and delivers training to employees outside of department to maintain compliance with NERC regulatory requirements.
- Monitors the utility industry to keep current with standards, technology and its applications to LES.
- Develops, coordinates, and monitors the operating and capital budgets for department taking into account current and future regulatory requirements, risk mitigation for current schemes, etc.
- Prepares, coordinates, reviews, and delivers various reports, presentations, and other communications for department on projects, regulatory compliance, utility best practices, etc.
- Recommends, develops, implements, administers, and updates policies, programs, and processes for department.
- 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 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.
- 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 System Operations department.
- Serves as liaison with LES' NERC Regulatory Compliance Department and with other utilities on NERC Reliability Standards related to System Operations activities.
- Collaborates with other internal departments to prepare documentation, evidence, and policies related to applicable NERC Reliability Standards.
- Anticipates and interprets NERC CIP, COM, EOP, IRO, PER, PRC, TOP and VAR related developments and advises System Operations Management of future changes to compliance requirements.
- Leads the coordination effort with the proper subject matter experts to develop comments and voting recommendations on all proposed NERC and MRO reliability standards related to System Operations.
- Develops and manages centralized information technology data resource(s) to support orderly data and

document retention, policies and evidence with a view of efficient compliance with NERC related requirements.

- Participates in external organization meetings such as SPP working groups, NATF groups, and state or local related working groups.
- Serves on various internal committees and attends meetings, public events, and speaking engagements.
- Develops and delivers training to employees outside of department to maintain compliance with NERC regulatory requirements.
- Provides background information and documentation for management consideration on assigned projects and technical matters involving engineering theories, concepts and principles.
- Performs engineering and project management as needed to support the workloads in System Operations area.
- As directed, develops program and project budgets, schedules, work plans and cost estimates / projections.

#### **Senior Engineer, Resource & Transmission Planning**

- 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.
- Leads large, complex projects and/or studies for area of assignment. Oversees the work of project staff to ensure work is done according to specifications and expectations.
- Develops, monitors, and maintains project budgets and schedules along with coordinating staff assignments for the project.
- Determines the technical and economic feasibility of assigned projects and performs planning calculations and analysis related with the projects.
- Prepares a variety of cost estimates for assigned projects and/or studies, including long-range scenarios.
- Serves as liaison to internal customers, external customers, utility organizations, governmental agencies, etc., for the department for engineering related conflict resolution, issues, and guidance.
- Creates department procedures, policies, programs, and other needed documents to include Engineering guidelines, standard reporting templates, technical manuals, etc.
- Completes various reports including economic, system analysis, technical, etc.
- Performs engineering and technical work related to the planning of future facilities, developments, and/or programs in assigned area of responsibility.
- Prepares and reviews contracts, standards, and specifications for engineering services, resource proposals, etc., for assigned projects.
- Serves on various committees and attends meetings, public events, and speaking engagements.
- Provides background information and documentation for management consideration on assigned projects and technical matters involving engineering theories, concepts and principles.

#### **Senior Engineer, SCADA/EMS (Communications Department)**

- 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.
- As subject matter expert, trains and develops lower level staff.
- Develops the planning, design, analysis, construction, commissioning, integration, installation, operation, and optimization of the SCADA system.
- Designs and manages project specifications, cost control, and schedule objectives for various SCADA projects while organizing the design process, material acquisition, and construction of assigned projects.
- Develops, revises, and evaluates proposed system changes to SCADA and determine their effect on existing

schemes.

- Evaluates the interoperability and communication/protocol aspects of remote terminal units (RTU).
- Completes economic, system analysis, and technical reports.
- Represents Lincoln Electric System in meetings and conferences with engineers, neighboring utilities, etc., to resolve questions and to plan and coordinate work.
- Develops and maintains all SCADA configuration files and databases.
- Responsible for day-to-day operations, emergency routines, system additions, guidelines and training, and system procedures.
- Leads large, complex projects for area of assignment. Oversees the work of project staff to ensure work is done according to specifications and expectations.

### **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.
- 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.
- Responds to emergency and non-emergency calls and conditions, determines appropriate entities to notify in emergency situations, and assists customers with internal problems.
- 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.
- 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.
- 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.
- 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.
- Responds to emergency and non-emergency calls and conditions, determines appropriate entities to notify in emergency situations, and files threat advisories with applicable agencies.
- 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.

- 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.
- 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.
- Communicates with and directs field crews and other personnel, for normal and emergency switching, system outages or problems, and other incidents as necessary.
- 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, ensuring staff are trained, and making hiring, termination, and disciplinary recommendations.
- Plans, organizes, and coordinates the activities within a highly technical utilities function; ensures applicable equipment is properly maintained and the work environment is safe.
- Assists in the development and implementation of department goals, objectives, policies, and procedures; assists in establishing appropriate services, staffing levels, and resource allocations.
- Ensures that department personnel adhere to all applicable safety rules and construction practices meet the applicable regulatory requirements.
- Keeps current on new information regarding substation construction and maintenance methods; operating, testing and maintenance procedures, materials, and equipment; assists in the development and review of bid specifications for new substation equipment.
- Prepares, analyzes, and/or approves all reports and records completed by assigned personnel; documents the initial test results of new equipment to meet the NERC reporting and documentation requirements.
- Coordinates projects and activities with internal departments and external individuals and/or organizations to ensure projects are completed timely and within specified requirements.
- Assists in the budget recommendation process for the Substation Construction and Maintenance Department.
- Investigates and resolves complex department issues; resolves equipment issues with manufacturers.
- Acts as on-call Supervisor as assigned, to efficiently operate and maintain the LES Substation facilities during closed business hours.

### **Supervisor, System Control**

- Supervises staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, and making hiring, termination and disciplinary recommendations.
- Monitors, regulates, and operates the LES transmission and distribution system to maintain optimum safety and reliability during normal and emergency conditions.
- Directs personnel to ensure assignments and projects are completed safely and efficiently to maximize productivity and prevent personal injuries and other unnecessary losses.
- Ensures regulatory compliance with applicable Federal, State, and local agencies related to North American Electric Reliability Corporation (NERC), utility management, environmental and OSHA matters.
- Coordinates, develops, assigns, reviews and approves switching projects and reports for feasibility, potential conflicts with other projects, safety and reliability.

- Recognizes existing or potential undesirable conditions affecting the safety of employees and the public and the reliability of the system. Consults and coordinates with other LES departments, other electrical utilities, contractors or the public to resolve any issues.
- Applies sound industry knowledge to LES situations and demonstrates a broad understanding of the public utility as a context for LES practices and decisions.
- Monitors the utility industry to keep current with standards, technology and its applications to LES.
- Represents LES in a variety of internal and external meetings regarding operational or technical activities in assigned area of responsibility.
- Identifies and pursues opportunities for improving organizational operations, service delivery methods and support procedures.
- Oversees the development and implementation of section goals, objectives, policies, and priorities.