



JOB DESCRIPTION

Job Title: Systems Operator I Position Number: 91-03
Incumbent: _____ Effective Date: September 2024
Status: Perm Pay Level 8 Bargaining Unit: X Yes _____ No
Supervisor's Title: Supervisor, SCC Department: Operations

SUMMARY

Participates as a member of the Systems Control Centre team to operate Yukon Energy's power grid. Designated as the Operator in Charge, responsible for the operation of all transmission, distribution and generation systems. Performs a range of activities to ensure the safe, reliable and efficient management of Yukon Energy's assets. Monitors and adjusts generation and transmission as required and forecasts potential system requirements to ensure adequate reserves. Works efficiently to restore the system following disturbances and outages. Point of contact for switching procedures and safe work protection permits for work being performed on all Yukon Energy assets.

DESCRIPTION

1. Adheres to the Corporations high safety standards by following approved safety policies and procedures.
2. Learns and develops skills to become proficient in analyzing, directing, monitoring, controlling and operating the power grid systems routinely and during emergencies.
3. Monitors, interprets and reports on the generation, transmission and distribution systems and adjusts the operation of all systems accordingly. This function is performed both using the SCADA system and by communicating verbally to appropriate personnel. Includes monitoring and initiating responses to alarms for all assets.
4. Operates the system efficiently and according to predetermined generation schedules. Reviews and forecasts potential system generating requirements to ensure both adequate online capacity and standby reserve.
5. Interprets mechanical and electrical schematic diagrams, technical procedures, instruction manuals and electrical data.
6. Ensures work scheduled on assets doesn't conflict with available generation, power grid stability, water license requirements, third parties or other jobs.
7. Works with applicable Microsoft Office and database applications.



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8. Establishes and maintains effective working relationships with third party customers.
9. Drafts, acquires approval and executes switching procedures and issues safe work protection permits for work being performed at all generating facilities and transmission/distribution lines.
10. Initiates the response to restore the system following a disturbance or interruption and completes outage reports. Analyzes data to determine the cause of outage. Notifies the appropriate personnel of outages that occur.
11. Records and reports system faults or abnormalities to supervisor and applicable department heads.
12. Monitors water flow and maintains reservoirs at predetermined levels as per water licenses. Employs water management protocols such as ramp rates and ice cover procedures.
13. Works with and assists internal departments and contractors and provides guidance to others as required.
14. First point of contact in various emergency response situations such as spill response, customer outages, etc. Initiates appropriate responses and notifications for each situation.
15. Provides clear and accurate communication to internal and external customers at all times. Remains calm when speaking with customers and elevates their call to other personnel when appropriate.
16. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
17. Other related duties.

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| KNOWLEDGE, SKILLS, AND ABILITIES |
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- Power engineering, or journey electrical/mechanical/power line technician certification and several years related experience.
- Solid problem solving and analytical skills.
- Strong client service orientation with good interpersonal skills.
- Knowledge of Windows based software applications.
- A valid class 5 drivers' license.
- A valid first aid certificate.
- Ability to work in a team and diverse cultural environment.



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WORKING CONDITIONS

The majority of work is performed in a normal office environment with periods of high stress due to multiple tasks and communication with numerous individuals. Support may be provided during these high stress periods.

These conditions increase during equipment breakdowns and outage situations. This position is required to work within a 12-hour rotating shift schedule including working on weekends and statutory holidays and includes periods of immediate stand-by coverage.