



TRUCKEE DONNER PUBLIC UTILITY DISTRICT

Job Description

Job Title: System Operator I/II
Department: Electric Department
Reports To: Director of Engineering and Operations
FLSA Status: Exempt

Position Summary:

Under direction of the Director of Engineering and Operations, performs a variety of tasks for the centralized coordination of electric utility Control Center functions, including dispatch, system monitoring, and integration of advanced grid technologies and related operational technologies.

Distinguishing Characteristics:

System Operator I: This classification is developmental, with demonstrated skillsets and aptitude to perform the fundamental requirements of the position under the direction and supervision of the District's Director of Electric Operations and Engineering, specifically as it relates to the centralized coordination of electric utility control center functions, including dispatch, and system monitoring. System Operator I will also participate in the development and implementation of standard SOPs, operational planning and emergency response

System Operator II: Requires a higher level of experience and skillsets, and the ability to execute the broad range of responsibilities under limited supervision. In addition to the fundamental System Operator responsibilities, under general direction be responsible for the design, development and implementation of electric control center applications such as SCADA, OMS, SOPs and strategic planning.



Essential Duties and Responsibilities:

- a) Oversees real-time operation of the District's electric distribution grid, including writing, granting, and executing switching programs for both planned and emergency work; manages load transfers during overload or contingency events; ensures all switching, load transfers, and grid control actions are thoroughly documented and in compliance with District protocols and safety standards.
- b) Leads and coordinates the development, maintenance, and implementation of standard operating procedures (SOPs) for Control Center operations, OMS utilization, and related practices, in collaboration with both Engineering and Operations.
- c) Administers and maintains the Outage Management System (OMS), ensuring system accuracy, reliability data integrity, and timely outage communications.
- d) Optimizes the functionality and performance of the OMS through continuous configuration improvements, data validation, and user feedback integration, including feedback loops with Engineering and Operations to ensure tool effectiveness and alignment.
- e) Oversees the dispatch of emergency and planned electric utility work, supporting effective field personnel utilization and system coordination, while maintaining awareness of Engineering design packages and operational field priorities.
- f) Monitors weather and fire risk conditions; supports execution of Preemptive Power Shutoff (PPS) events according to District protocols, and coordinates with Engineering to assess grid readiness and critical infrastructure implications.
- g) Serves as the SCADA lead, managing system alarms, field device coordination, and reporting of operational data, while partnering with Engineering to support automation strategies and device commissioning.
- h) Coordinates protective line equipment settings in close alignment with Engineering guidance; ensures setting changes are implemented accurately and documented within operational systems.
- i) Dispatches all electrical utility work in collaboration with Engineering and Operations staff, including new business, service work, inspections, patrols, maintenance, metering, and customer-driven work — ensuring alignment of field execution with engineering intent and operational readiness.



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- j) Oversees Control Center recordkeeping activities to ensure regulatory and internal compliance, supporting both Engineering and Operations with system-level documentation.
- k) Tracks, analyzes, and reports reliability performance metrics (SAIDI, SAIFI, CAIDI); coordinates with Engineering to evaluate trends and develop system-level reliability improvements.
- l) Supports the continued improvement and maintenance of electronic processes for dispatch and switching operations in partnership with Engineering (system design updates) and Operations (field execution needs).
- m) Maintains availability for 24/7 on-call response to support emergencies, outages, and operational coordination with internal departments and external agencies as needed.
- n) Conducts themselves in a manner that is consistent with the District's Core Values of Safety, Communication, Integrity, Accountability, Timeliness and Work-Life Balance.
- o) Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative example of the knowledge, skill, and/or ability necessary to execute the essential duties and responsibilities at a satisfactory level.

1. A combination of education and experience demonstrating the skillsets and aptitude to meet the job performance expectations.
2. Demonstrated knowledge of utility system operations, reliability standards, and emergency response protocols.
3. Experience developing and maintaining operational SOPs.
4. Ability to manage multiple software platforms including OMS, SCADA, and Work Management Systems.
5. Excellent communication, coordination, and documentation skills.
6. Possession of a valid Class C driver license with a record acceptable to insurance carrier.
7. Ability to work independently, solve complex problems, and facilitate cross-departmental communication.
8. Proficient in Microsoft Office programs including Word, Excel and Outlook.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, stand, walk, talk, hear, reach, and grab
- Occasionally required to stoop, knee, or crouch
- Occasionally traverse uneven/difficult terrain
- Occasionally lift 25 pounds
- Close vision abilities required

Work Environment:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job.

- Work is performed in a typical office environment
- Occasional field visits potentially exposing the employee to extreme weather conditions, uneven terrain, and hazards of an active construction or utility work
- Normal working hours but must be available for emergencies (outages, storm response, etc.) and may be required to work outside regular hours during those events

Signed by:
Brian C. Wright
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8/11/2026

Approved

Date