

## Electric Station Operator

(Class Code 5224)

### Competency List

#### **Safety and Procedure**

1. Knowledge and application of safety practices and procedures while working near potentially hazardous energized equipment.
2. Ability to accurately follow procedures to tag circuits, switches, and valves prior to issuance of clearances.
3. Ability to verify various work authority clearances in order to safely operate electric station equipment (e.g., disconnects and ground switches).
4. Ability to promptly, accurately, and systematically follow departmental rules, steps, or procedures to resolve/address routine and emergency situations.
5. Ability to comply with City and departmental, policies, and procedures (e.g., dress code, personal grooming, food and beverage restrictions, etc.)

#### **Logic and Reason**

6. Ability to interpret readings from various indicating and recording instruments such as kilowatt meters, voltage meters, and ammeters to verify equipment status.
7. Ability to exercise timely, independent, and sound judgment for the purpose of personnel safety, protection of equipment, and customer service.
8. Ability to understand and follow complex and/or technical *oral* instructions under routine and emergency conditions.
9. Ability to effectively and accurately prioritize and/or organize station operations and work assignments in a safe and effective manner.
10. Ability to memorize physical and electrical layout of receiving and distributing stations in order to safely transfer, isolate, or restore high voltage equipment/circuits.

### **Reading Comprehension and Writing**

11. Ability to legibly record meter and gauge readings for record keeping purposes.
12. Ability to write short, concise, accurate, legible reports in station logbooks in compliance with standard guidelines.
13. Ability to read, and comprehend complex technical reports, *written* procedures, policies, and regulations (i.e., MSDS, safety manuals, technical information, DWP manuals, equipment operating manuals, policy change memoranda) in order to effectively and accurately execute station activities and provide a safe working environment.

### **Mathematics**

14. Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, division, fractions, and percentages, in order to obtain correct readings when equipment meters are not scaled correctly (e.g., some meters may require multiplication of reads by factors of 3.5, etc.) or to calculate adjusted equipment capacity during abnormal conditions.
15. Ability to convert measurements from one system to another (e. g., Fahrenheit to Celsius) resulting from various types of equipment.

### **Equipment**

16. Ability to learn the various types and functions of generating, pneumatic, hydraulic, electrical equipment and electric circuitry for safe and effective operation.
17. Basic computer literacy sufficient to use computer and appropriate station control and logging/documentation software.

### **Oral Communication and Interpersonal Skills**

18. Knowledge of nomenclature and verbiage used in electric station operation in order to provide accurate verbal communication.
19. Ability to orally communicate in person, via telephone, and on 2-way radios using clear and appropriate language and nomenclature to relay status of electric stations, circuit status, and critical emergency information.

20. Ability to communicate in an effective and professional manner with a diverse group of coworkers, and members of the public to prevent conflicts.
21. Ability to exercise assertiveness in order to stop/shut down a job during unsafe working conditions (e.g., workers without hard hats).

### **Psychological Hardiness**

22. Ability to demonstrate adaptability and flexibility to continual changes to rules, operating procedures, and types of equipment in order maintain sufficient levels of work performance.
23. Willingness to work in a variety of outdoor weather conditions (e.g., heat, cold, rain).
24. Willingness to travel to various different worksites on a continuous basis.
25. Willingness to work in a position where the risk to ones' personal life and safety and that of coworkers is high.
26. Ability to work at heights above 12 feet from the ground.
27. Willingness and ability to work various fulltime work hour shifts without loss of efficiency or accuracy.
28. Willingness to work any work schedule including holidays or during approved time off based on staffing needs and on call emergencies.
29. Ability to work in solitude for extended periods of time.