

Load Dispatcher
(Class Code 5223)
Task List

A. Load Dispatching, General

1. Prior to work shift speaks to Load Dispatcher(s), reviews logs and reports, and looks at the dispatcher's video wall in order to determine system status information such as generation availability and capability, transmission capabilities, fuel availability, reservoir levels, outages, weather conditions, projected system peak load, ongoing switching, and any abnormal conditions.
2. Reviews scheduled work with Senior Load Dispatchers to identify and resolve problems to ensure proper system conditions.
3. Operates the system in accordance with national, regional, and local standards and regulations such as NERC and WECC, DWP guidelines, and operational processes, plans, procedures.
4. Updates and maintains electronic and hardcopy records by reviewing current information and conditions in order to keep system information current and accurate.
5. Determines amount of generation required or load to be transferred taking system status and stability into consideration in order to maintain continuity of service in areas where work is being performed.
6. Operates computer programs such as system security monitoring programs, contingency arming programs, economical generation dispatch programs, or spreadsheet application programs in order to operate the system reliably and economically, and to communicate with interconnected utilities.
7. Remotely operates system equipment such as circuit breakers, transformer load tap changers, and other switches in order to de-energize circuits, restore customer load, and control system voltage using Supervisory Control and Data Acquisition (SCADA) controls.
8. Maintain situational awareness by evaluating system conditions in real time using information from sources such as computers, other Load Dispatchers, and other utilities in order to prepare contingency response plans.
9. Provides on the job training to Load Dispatcher trainees and refresher training to current Load Dispatchers that are changing job assignments in order to have trained personnel available to meet workload requirements.
10. Determines which system remedial actions are necessary by reviewing materials such as nomograms, spreadsheet data, and contingency arming graphs in order to ensure power system reliability.

B. Generation/Voltage

11. Controls real and reactive power output of generating facilities such as hydro, battery, steam, wind, and solar power plants including synchronous condensers, capacitors, and shunt reactors by verbal instructions or by SCADA control.
12. Determines necessary power generating reserves needed and takes action to maintain those reserves at all times including emergencies by ordering units on line in order to maintain system reliability.
13. Coordinates reliable hourly and daily generation resource plans that can be economically dispatched by using information obtained through real-time power marketers in order to balance load and generation at all times.

C. Switching

14. Determines system status using SCADA, hardcopy diagrams, logs and reports prior to directing switching operations to ensure crew and public safety while maintaining continuity of service to customers.
15. Updates information in SCADA to show current power system conditions in order to keep system information accurate and current.
16. Utilizes three-way communication to issue operating instructions, such as system switching and applying accident prevention tags, to field crews verbally via telephone or radio in order to provide safe working conditions for field crews, avoid customer outages, restore service, and keep equipment and circuits operating within their capability.
17. Updates SCADA with the appropriate control inhibit to prevent remote operation of power system devices in order to provide safe working conditions for field crews.
18. Updates SCADA with temporary notes in order to assist with control room Situational Awareness.
19. Utilizes three-way communication to coordinate real-time operations with other interconnected utilities in order to ensure Bulk Electric System (BES) reliability.
20. Responds to notification of air quality alerts by the Senior Load Dispatcher by applying necessary changes to the generation resource plan.

D. Energy Accounting

21. Monitors and records cumulative hourly power flow over the DWP tie lines using SCADA and other computer programs in order to balance power schedules with interconnected utilities.
22. Monitors and records cumulative hourly power flow and usage of jointly owned power facilities using SCADA and other computer programs in order to meet contractual obligations with utility co-owners.
23. Reviews and approves the purchase, sale, wheeling of power and capacity through the DWP System by DWP, power pool partners, and other agencies by approving interchange transactions and confirming intertie schedules for the transfer of energy.

E. Record Keeping and Reporting

24. Communicates with the appropriate agencies such as the Department of Energy, Reliability Coordinator, and affected utilities and agencies during routine and emergency conditions.
25. Keeps records of work done through reports and operational logs for such purposes as recording work authorities, switching reports, times of outages, reports of accidents, actions taken in emergencies, and advisements.
26. Researches and prepares reports on system operations such as system disturbances, and totals of megawatt hours generated and distributed, in order to provide complete and concise information to appropriate work groups within DWP.
27. Updates records, such as station diagrams and equipment databases to reflect system changes in order to ensure that the information is current, complete, and accurate.
28. Provides information, which may include recommendations, regarding system operations to supervisors, engineers, and Department management staff, through written and oral reports.
29. Writes, reviews, and revises local procedures, such as Instructions to Load Dispatchers in order to keep them up to date.
30. Collects and summarizes information for daily, periodic, and special reports to appropriate parties regarding system and interconnected operations such as power resources, loads, interchange, outages, and dispatcher work load.
31. Communicates with Senior Load Dispatchers, Energy Control Center (ECC) managers, and district offices regarding system status in order to obtain and distribute necessary information and instructions.