

# Los Alamos County

## Job Description and Classification



LOS ALAMOS

**JOB TITLE:** Electric Production Resource Coordinator  
**JOB CODE:** 630  
**CLASSIFICATION:** Exempt  
**DEPARTMENT/DIVISION:** Utilities/Electric Production  
**SUPERVISOR:** Deputy Utility Manager-Power Supply

### Position Summary:

Under general supervision of the Deputy Utility Manager – Power Supply or designee, coordinates operations between Day Ahead (DA) and Real Time (RT) operations. Provides training and support for all operations as needed, monitors RT and DA operators ensuring economic efficiency. Adhere to operating system constraints and industry or regulatory guidelines. Maintain confidentiality of all privileged information. In coordination with management, assists in establishing, and implementing short-term, medium-term and long-term energy contracts including renewables. Provide shift coverage for Power System Operators as needed on short notice.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/ responsibilities and activities may change at any time with or without notice.*

### Essential Duties and Responsibilities:

- Ensures that Los Alamos Power Pool projected electric customer load demand is met, around the-clock, in the most economic and efficient manner while adhering to operating system constraints and industry or regulatory guidelines
- Calculates the most economic resource mix for meeting customer demand and energy requirements
- Ensures adequate reserve levels are maintained and ensures the reserves can be activated.
- Plans and schedules power day ahead purchases with providers and other entities for anticipated hourly, daily and monthly energy demands.
- Determines the impact of power purchase and sales and promotes understanding of key relationships between purchases, sales and costs.
- Assist with and/or implement the integration of new resources, physical or contractual, into real time by coordinating with applicable internal departments and external counterparties
- Advises and provides expertise to function as needed.
- Supports the System Operators in optimizing resources to meet load requirements by obtaining additional short-term capacity and energy when required.
- Calculates the load forecast for the two-year cycle budget.
- Calculates needed resources, their availability, cost and capacity factors to meet the budgeted load forecast.
- Performs daily, weekly, monthly and annual energy accounting functions.
- Verifies end of month book-outs and billings with other capacity and energy suppliers.
- Provide coverage as needed for Power System Operator functions.
- Operates and assists in the control of the hydroelectric plant through the direction of the Army Corps of Engineers and the Bureau of Reclamation.
- Interfaces with hydroelectric plant personnel for operation parameters.

- Achieves the most reliable electric service for Los Alamos National Laboratory and the county at the lowest cost.
- Assists in the preparation of power resource hourly schedules.
- Provides schedules and interchanges information to PNM's Systems Operator.
- Maintains tracking mechanisms to properly confirm and document billings.
- Issues and records clearance and hold orders.
- With assistance, coordinates work with users before directing and operating outages for preventative maintenance and non-emergency work.
- Records hourly and daily electrical load disturbances, failures, and relay breaker operations.
- Operates base radio station during switching operations and equipment repair work.
- Contributes to a team effort and accomplishes related results as required.
- Assists with the division's annual goals and budget recommendations
- Responsible for ensuring compliance with the North American Electric Reliability Corporation (NERC) and other regional operating standards.
- Procures economical spinning and operating system reserve requirements.
- Ensures the reliability of the transmission, generation, and distribution system and exercises authority to alleviate capacity, energy, and reliability emergencies.
- Develops and executes arrangements for power brokering, resource schedules and sales, third party transactions, wheeling points of delivery and energy accounting requirements.
- Negotiates product, price, quantity and terms under existing agreements to buy and sell energy with counterparties.
- Prepares, processes, and coordinates all switching procedures for transmission, substation, and major distribution circuit switching.
- In the event of an electric system disturbance or failure, quickly restores service in a safe and orderly manner through Supervisory Control and Data Acquisition (SCADA) switching and radio directions given to field crews.
- Implements real time actions up to and including scheduling firm and non-firm load, to ensure stable and reliable operation of the distribution system.
- Provides mentoring, training and assistance to all EP staff.
- Oversight and training of Power System Operator Apprentices
- Conduct studies and analysis for long term resource planning
- Forecasting and scheduling intermittent, renewable resources, energy storage, charging and discharging of Battery systems.
- Performs other duties as required

**Minimum Qualifications:**

- Associates degree or two-year certificate from an accredited college, university or trade school in electrical systems, or equivalent combination of education and or related work experience.
- Able to work weekends and holidays on day or night shifts.
- Successful completion of pre-employment physical exam prior to commencing work.
- Required to live within 2 hours of work location.
- Must be able to pass a standard background check to obtain a LANL badged.
- Three years of experience working as a Power System Operator or 5 years as a Sr. Data Analyst for power supply, which must include at least 1 year of experience in each of the following areas.
  - oDistribution switching operations
  - oScheduling Operations Day Ahead

- oScheduling Real Time
- oMarketing
- oFinancial Bookout
- Successful completion of the pre-employment physical exam prior to commencing work.

**Preferred Qualifications:**

- NERC Certification
- Bachelor's Degree electrical systems

**Knowledge, Skills, and Abilities:**

- Knowledge of basic math and algebra.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Knowledge of electric service production/distribution.
- Knowledge of occupational hazards and of safety precautions related to the electrical system.
- Knowledge of SCADA system operations.
- Skill in record maintenance.
- Ability to gain knowledge of all contracts between the county, the U.S. Department of Energy, other utilities, regional transmission organizations and reliability groups.
- Ability to prepare and present clearly and concisely, oral and written reports of findings and recommendations.
- Ability to analyze facts and act on them in a timely, conscientious manner.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of interconnected power systems and emergency restoration procedures.
- Knowledge of telemetry used in area control error calculations, hourly integrations, historical archiving, and system load calculations.
- Knowledge of power pool resources, hazard/reserve sharing and various economy transaction methods for purchase/sale of power and energy.
- Knowledge of OATI tagging requirements.
- Ability to react calmly under stressful conditions.
- Ability to direct other operating and maintenance personnel.
- Ability to train and mentor Power System Operators.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee regularly uses manual and finger dexterity, a sense of smell and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment up to 50 pounds to complete assigned job tasks.

**Work Environment:**

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed in both indoor and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel,

on-site response to emergency situations, evening, weekend and holiday work may be required on short notice. This position is subject to call-out.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Human Resources Manager: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_