

# **DUQUESNE LIGHT COMPANY**

## **Job Titles and Job Descriptions** **of Transmission Function Employees**

### **OPERATIONS CENTER DIRECTOR**

**Overall Purpose:** Manage transmission, sub-transmission, distribution and system operations in accordance with stated corporate, group and department objectives. Provide efficient and effective centralized direction of the operation of the transmission, sub-transmission and distribution system to provide the highest level of service reliability to customers consistent with the safety of personnel, equipment and facilities. Accountable for total service restoration effectiveness.

### **SENIOR MANAGER, DISTRIBUTION OPERATIONS**

**Overall Purpose:** Oversees the operation of the Distribution System. Coordinates activities of DOC Supervisors and audits their daily work. Responsible for training, managing Distribution cut-ins, mapping updates and SCADA changes.

### **DISTRIBUTION OPERATIONS CENTER SUPERVISOR**

**Overall Purpose:** Monitor and direct the normal and emergency operations of the distribution system 24 hours a day/7 days a week. This includes analyzing trouble reports, directing activities of Troubleshooters and other field personnel, operating SCADA equipment, establishing clearances, providing useful outage information to various stakeholders and updating various databases.

### **OPERATIONS CENTER ANALYST**

**Overall Purpose:** Provides critical liaison support between the Operation Center, IT and Customer Service to support various software applications such as Storm Tracker, PRUC website, Daily Condition Reports, DISCuS OAS, and Mitem. Prepares customer outage reports and enters outage history in the ITS System. Prepares PUC Storm Reports. Maintains and updates the companies Emergency Preparedness Plans.

### **GENERAL MANAGER, OPERATIONS CENTER**

**Overall Purpose:** Manage transmission, sub-transmission, distribution and system operations in accordance with stated corporate, group and department objectives. Ensures the transmission and distribution systems are operated safely and provide the highest level of service to customers while maintaining compliance with all Duquesne Light, PUC, RTO, NERC and Federal guidelines and standards.

## **SENIOR MANAGER, TRANSMISSION OPERATIONS**

**Overall Purpose:** Oversees the operation of the Transmission System, maintains adherence to RTO, NERC and Federal guidelines. Responsible for training, clearances, SCADA and daily work of Switching Dispatchers. Supervises, schedules and directs the work activities of the Switching Dispatchers. Ensures all switching and clearing on the transmission and sub-transmission systems are carried out in the safest possible manner in accordance with DLC guidelines and RTO Operational guidelines. Schedules all outages on the Transmission and sub-transmission systems. Reviews and evaluates all planned changes, additions and major maintenance projects on the bulk transmission and sub-transmission systems.

## **SHIFT SUPERVISOR**

**Overall Purpose:** Oversees all activities within the Control Room 24 hours a day 7 days a week. Communicates data with the RTO concerning Transmission equipment. Coordinates the operation of all equipment on the Transmission, sub-transmission, and interconnection facilities ensuring system reliability, safety and economy in accordance with established policies and procedures. Analyze system disturbances, makes decisions, complies with directives and initiates timely and appropriate real-time corrective actions in collaboration with the Regional Transmission Organization, Reliability Coordinator, Balancing Authority, Transmission Operator or successor during normal and emergency situations including, but not limited to, shedding firm load for preventing or relieving real-time overloads, isolating faulty equipment, minimizing interruptions, and re-establishing serviceable equipment, without obtaining approval from higher personnel to maintain the reliability of the transmission system failures.

## **SWITCHING DISPATCHER**

**Overall Purpose:** Coordinates the normal and emergency operations of the Duquesne Light power system to achieve and maintain system reliability in accordance with FERC, NERC, RRO and Company established policies and procedures. Engages continuously in maintaining positive control of the transmission electric power system's operation and direct positive control of the sub-transmission electric power system's operation; follows the loading of the transmission lines, sub-transmission lines, bulk power stations and distribution stations implementing the necessary established procedures to ensure system reliability and exemplary customer service; records the necessary data for the Duquesne Light system bulk power surveys and analyzes the data; establishes the proper running order at all stations and takes the necessary precautionary steps to safeguard service.

## **APPRENTICE SWITCHING DISPATCHER**

**Overall Purpose:** This position allows the Apprentice-Switching Dispatcher the opportunity to study and train for Certification and/or Licensing requirement(s) deemed necessary by organizations entrusted with the reliable operation of the bulk power system, and under direct supervision of the Switching Dispatcher receive basic training to perform Switching Dispatcher functions.

## **WORK PLAN CRAFT SCHEDULER SPECIALIST - TR**

**Overall Purpose:** Ensure the annual Capital, Expense and Customer Commit Work Plans are completed within company quality and safety standards. This includes utilizing the most efficient and effective-use of resources to meet company objectives and customer expectations for timely service connection and restoration. This position will provide assistance in scheduling transmission outages related to Duquesne Light Company substations work.

## **DIRECTOR OPERATIONS PMO**

**Overall Purpose:** Provides leadership specific to the implementation of Duquesne Light's Outage Management (OMS) and Advanced Distribution Management (ADMS) Systems. Responsibilities include the evaluation, planning and project execution. This position will work closing with the IT Department to ensure the new systems and processes satisfy the Operations needs, comply with IT requirements, and are completed within the committed time and budget.

## **MANAGER, PROJECT/PROCESS MANAGEMENT**

**Overall Purpose:** Responsible for identifying, evaluating and overseeing the development and implementation of various technology solutions within the Operations Group; including technologies in the Operations Center. Keeps abreast of innovative and evolving technologies that help fulfill the Operations Group Business objectives. This includes developing business cases, leading a project team, developing work plans, managing contractors and creating procedures required to successfully operate these new solutions. This position will work closing with the IT Department to ensure new technologies satisfy the Operations needs, comply with IT requirements, and are completed within the committed time and budget.

## **SENIOR TRANSMISSION SPECIALIST**

**Overall Purpose:** Plans, coordinates and schedules outages on transmission, sub-transmission and distribution equipment in substations, overhead and underground facilities. This includes submitting eDart requests to PJM within the required timeframe. Also, responsibilities include, but are not limited to, making field visits to monitor construction of projects and report on SOC, DOC and ECP clearance permits for contractors as required and assist in making design alternative recommendations and methods to solve construction-related technical problems.

## **DOC OUTAGE SCHEDULER**

**Overall Purpose:** Plans, coordinates and schedules outages on distribution equipment in substations, overhead and underground facilities. Also, responsibilities include, but are not limited to, making field visits to monitor construction of projects and report on DOC clearance permits for contractors as required and assist in making design alternative recommendations and methods to solve construction-related technical problems.

### **DOC/SOC OUTAGE SCHEDULER**

**Overall Purpose:** Plans, coordinates and schedules outages on transmission, sub-transmission and distribution equipment in substations, overhead and underground facilities. This includes submitting eDart requests to PJM within the required timeframe. Also, responsibilities include, but are not limited to, making field visits to monitor construction of projects and report on SOC, DOC and ECP clearance permits for contractors as required and assist in making design alternative recommendations and methods to solve construction-related technical problems.

### **SENIOR MANAGER, SYSTEM PLANNING**

**Overall Purpose:** Responsible for managing the transmission and distribution planning processes to ensure safe, reliable, and cost effective operation of the transmission and distribution systems in compliance with NERC Reliability Standards and other applicable standards. Develop strategic relationships and coordinate transmission and distribution activities and projects with other utilities, customers, the Regional Reliability Organization, the Regional Transmission Organization, and the Pennsylvania PUC. Responsible for managing Regional Transmission Expansion Plans, compliance with NERC Standards, system modeling, energy supply and load forecasting.

### **SENIOR CONSULTING ENGINEER – PLANNING**

**Overall Purpose:** Responsible for the coordination of all activities required for seamless integration between the Transmission Planning process and the Engineering processes and assures linkage with Operations and the Company's Regional Transmission Organization.

### **TRANSMISSION PLANNING ENGINEER**

**Overall Purpose:** Responsible for performance of planning studies and operational analyses to ensure safe, reliable, and cost effective operation of the transmission system in compliance with NERC Reliability Standards. Coordinate transmission activities with Operations and Engineering Services as well as with other utilities, customers, the Regional Reliability Organization, and the Regional Transmission Organization, and while representing the Company on various industry forums.

### **SENIOR MANAGER, SYSTEM PLANNING AND PROTECTION**

**Overall Purpose:** Responsible for managing the transmission planning, distribution planning, and protection processes to ensure safe, reliable, and cost effective operation of the system in compliance with applicable codes and standards. Develop strategic relationships and coordinate transmission activities and projects with other utilities, customers, the Regional Reliability Organization, and the Regional Transmission Organization.

### **TRANSMISSION PLANNING ENGINEER INTERN**

**Overall Purpose:** Responsible for performance of planning studies and operational analyses to ensure safe, reliable, and cost effective operation of the transmission system in compliance with NERC Reliability Standards. Coordinate transmission activities with Operations and Engineering Services as well as with other utilities, customers, the Regional Reliability Organization, and the Regional Transmission Organization, and while representing the Company on various industry forums.

### **OPERATIONS CENTER INTERN**

**Overall Purpose:** Assisting in the development, implementation, and annual update of all the Operations Center Emergency Procedures and Plans. Provides liaison support between the Operations Center, Transmission Planning, Engineering and IT SCADA to support various initiatives. Prepares and assists in development of the transmission and distribution outage databases for reporting purposes.

### **OPERATIONS CENTER ENGINEER**

**Overall Purpose:** Provides technical support to the Operations Center to ensure system reliability. Performs day ahead and and/or short term studies to ensure transmission and subtransmission reliability. Supports Transmission Planning and the Operations Center with the State Estimator/Contingency Analysis software program. Prepares and provides technical reports as needed.

### **MANAGER, CONTROL ROOM OPERATIONS**

**Overall Purpose:** Oversees the real time operation of the Transmission and Distribution System and planned outages on both systems, maintains adherence to RTO, NERC and Federal guidelines. Responsible for outage coordination, SCADA and daily work of Shift Supervisors and the Outage Coordinators. Supervises, schedules and directs the work activities and training of the Shift Supervisors and Outage Coordinators. Manages the outage scheduling activities for the entire DLC transmission, subtransmission, and distribution systems.

### **MANAGER, OPERATIONS CENTER TRAINING AND COMPLIANCE**

**Overall Purpose:** Responsible for the management and oversight of all compliance procedures and training activities for the Duquesne Light Operations Center. This involves maintaining adherence to all PJM, NERC, FERC, RFC, and state PUC applicable regulations through regular review and updates to procedures. Responsible for the timely submittal of reports, responses to data requests, and preparation and submittal of audit information. In addition, responsible for the development and implementation of initial and recurring transmission, sub-transmission and distribution system training for all Operations Center personnel to ensure the safe, adequate, reliable and secure operation of the Duquesne Light electric system.

### **TRAINING AND COMPLIANCE ASSOCIATE**

**Overall Purpose:** Responsible for the review and development of all compliance procedures and training activities for the Duquesne Light Operations Center. This involves maintaining adherence to all PJM, NERC, FERC, RFC, and state PUC applicable regulations through regular review and updates to procedures. Responsible to provide information needed for the timely submittal of reports, responses to data requests, and preparation and submittal of audit information. In addition, responsible for the development and implementation of initial and recurring transmission, sub-transmission and distribution system training for all Operations Center personnel to ensure the safety, adequate, reliable and secure operation of the Duquesne Light electric system

### **OPERATIONS CENTER RELIABILITY ENGINEER**

**Overall purpose:** Provide technical support to the Operations Center to ensure Transmission, Sub-transmission and Distribution system reliability. Supports activities of the Operations Center related to the daily operations of the system and associated equipment. Prepares and provides technical reports as needed. Provide technical support for the System Restoration Plan and other Emergency Plans for the Operations Center. Provides technical support to Operations Center personnel for new equipment installed on the DLC system.