



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: January 6, 2026

SPECIFICS

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| TITLE: ELECTRIC SYSTEM DISPATCHER (Powerhouse Operator) | | | |
| DEPARTMENT: | KPU | DIVISION: | Electric |
| STATUS: | Regular Full-time | HOURS/DAYS: | Days of work vary Hours of work vary |
| GRADE /STEP: | N/A | DUTIES: | See attached job description |
| HOURLY: | \$58.17/Hour | UNION STATUS: | YES |
| SPECIAL REQUIREMENTS: Two years of experience in electric utility operations or maintenance of an electric power system. | | | |

ADVERTISING REQUIREMENTS

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| WHEN: Position is Open Until Filled |
| APPLICATIONS MUST BE RECEIVED BY CLOSING DATE |
| WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/> |
| WHO: NWPPA; Monster.com; Power & Engineering Magazine; Anchorage Daily News; Ketchikan Daily News; and local Job Service. |
| OTHER: City of Ketchikan Website |

APPLICANT PROCESSING INSTRUCTIONS

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| FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT http://www.egovlink.com/ketchikan/postings.asp?listtype=JOB |
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CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ELECTRIC SYSTEM DISPATCHER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, monitors and operates an electric system on an assigned shift including operating and coordinating hydroelectric and diesel generators; maintains system security and operates the system in a safe, reliable, and economical manner with the aid of computerized Supervisory Control & Data Acquisition (SCADA) system; and performs duties to ensure correct machine performance is maintained.

Ketchikan Public Utilities is dedicated to providing the electrical service needs of the community of Ketchikan. The Electric System Dispatcher has the responsibility to operate the system at maximum efficiency and minimum costs by consideration of lake elevations, weather conditions, and load expectations which enable the Electric System Dispatcher to control the use of water resources and diesel fuel for the most efficient and economical operation of the generating facilities. The Electric System Dispatcher must perform all duties in a manner that reflects positively on KPU and the Division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Controls all system generating machines including electrical generation and distribution systems with SCADA control or manual operation.
2. Continually monitors the City's electrical system to ensure adequate power delivery capacity and resources to its customers and safe reliable operation of all City electrical equipment; maintains constant surveillance of all instruments which indicate machine conditions and system load conditions.
3. Uses instruments indicating electrical conditions to calculate KVA loading of machinery; applies this data to maintain a balanced system and avoid overloading of machinery.
4. Responds to all requirements for adjustment of machine operation to system demands and turbine/ generator conditions.
5. Receives trouble calls and dispatches the proper personnel to problems on the electrical system; issues safety clearances and gives switching instructions during outages; restores system after clearances.
6. Performs mechanical adjustments when necessary to assure generating machines are maintained in optimum operating condition; troubleshoots minor SCADA problems or contacts appropriate personnel to resolve the more complex problems.
7. Uses SCADA control and personal computers to generate a variety of reports, logs, and records; downloads data as necessary; maintains a log of all operations during assigned shift; prepares special reports as required; records generation data for historical records.
8. Writes work orders as necessary for trouble calls and after hours dispatch.

9. Responds to intrusion alarms received via the SCADA system and telephone camera system at all KPU buildings.
10. Performs routine maintenance and house keeping duties in and around assigned work areas; maintains cleanliness of assigned work areas and facilities.
11. Attends meetings as necessary.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an electric distribution program.
Hydroelectric and diesel electric generators.
Principles of electrical and mechanical theory.
Electric system dispatching techniques.
Operation of a computerized SCADA system.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Mathematical principles.
Principles and procedures of record keeping and filing.
Methods and techniques of proper phone etiquette.
Occupational hazards and standard safety practices.
Pertinent federal, state and local codes, laws and regulations.

Ability to:

Monitor and operate an electric system on an assigned shift.
Operate a computerized SCADA system
Dispatch appropriate personnel in a timely manner.
Maintain safe conditions to enable crews to efficiently restore power.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Perform accurate mathematical calculations.
React sensibly and logically under emergency conditions.
Maintain a variety of records and logs.
Ensure adherence to safe work practices and procedures.
Plan and organize work to meet changing priorities and deadlines.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience in electric utility operations or maintenance of an electric power system and must have completed local system apprentice relief operator training.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; may be exposed to electrical energy; moderate opportunity and requirements to interact with the general public. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Grade: 100%

Union: Yes/KPU

FLSA: Non-Exempt

Date Approved: 6-17-97

Date Amended:

Date Amended: June, 2007 (*Johnson & Associates*)

Date Reviewed: August 2019

Human Resources Manager Approval

City Manager Approval