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**Standards of Conduct – Order No. 717  
18 C.F.R. § 358.7(f)**

**TRANSMISSION FUNCTION EMPLOYEE TITLE AND JOB DESCRIPTION**

**Manager, System Operations:** Responsible for Otter Tail's Transmission Operator functions and Balancing Authority Operator functions; supervises the Training Supervisor System Operations, Supervisor Power System Operations, Operations Coordinator, Principal Engineer Delivery Operations, Manager System Support, Supervisor Load & Settlements, and Supervisor Energy Administration.

**Supervisor, Power System Operations:** Oversees operation of the control center, including real-time operations and responses to emergency conditions; directly supervises Power System Operators.

**Power System Operator:** Operates the control center, including control of the transmission system and generation facilities; monitors the bulk electric facilities under Otter Tail's control and performs or directs remedial actions to correct abnormal conditions; plans, directs and performs transmission switching; sheds customer load as necessary to preserve the bulk electric system; controls system voltages and reactive power flows; identifies, diagnoses and reports problems and events as appropriate.

**Operations Coordinator:** Develops and coordinates transmission switching procedures; coordinates implementation of transmission system outages; evaluates, initiates and maintains operational procedures with respect to Balancing Authority Operator and Transmission Operator functions; assists the Power System Operators in control room operations; supervises Power System Operators in the absence of the Supervisor, Power System Operations; coordinates electric system facility installations and upgrades.

**Training Supervisor, System Operations:** Provides training for control center personnel; assists in restoring system operations following outages; supervises Power System Operators in the absence of the Supervisor, Power System Operations or the Operations Coordinator.

**Principal Engineer Operations:** Supervises Operations Engineers; provides direction and advice to department personnel on technical issues relating to electric system performance and operation; determines and carries out objectives for the Operational Analysis area of System Operations; performs functions of the Manager, System Operations in the absence of the Manager.

Posted: October 30, 2009  
Replaces Posting Dated: Not Applicable

**Operations Engineer:** Builds and maintains System Operations electric system models; performs power system studies, including studies in parallel with Midwest ISO to evaluate the impact of transmission service requests on 230 kV and 115 kV facilities; recommends optimization of system switching to minimize outages, reduce losses and minimize abnormal outage conditions; reports information to other entities to enable them to model the Otter Tail system.

Posted: October 30, 2009  
Replaces Posting Dated: Not Applicable