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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, Supervisor Operations Engineering, Manager System Operations Support, Supervisor Load & Settlements, and Control Center Specialist.

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

Sr. 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.

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.

Control Center Specialist: Accountable for all coordination with outside entities, other departments, and within SYSOP, on electric system facility installations or upgrades to existing facilities.

Supervisor, Training & Compliance: Provides training for control center personnel; assists in restoring system operations following outages.

Principal Engineer, Operations Engineering: Oversees the development of operating procedures, studies, and analysis to support the real-time operation of the electric power system. Defines requirements for software for power system analysis and control. Provides engineering guidance for reliable and economic operation of the electric power system. Represents OTP as the senior system operations engineering resource.

Supervisor, Operations Engineering: Oversees the development of operating procedures, studies, and analysis to support the real-time operation of the electric power system. Defines requirements for software for power system analysis and control. Provides engineering guidance for reliable and economic operation of the electric power system.

Operations Engineer: Builds and maintains System Operations electric system models; performs power system studies, including studies in parallel with Midcontinent 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.

Modeling Coordinator, Operations Engineering: Responsible for maintaining Otter Tail Power's in-house operational models, coordinating modeling changes with MISO and maintaining the low voltage rating database. Works with OTP engineers to gather necessary modeling data and incorporate that data into the appropriate modeling applications and the low voltage rating database. The Modeling Coordinator will also be responsible for periodic historical data analysis and reporting.