

**STATE OF OHIO (DAS)**

CLASSIFICATION

SPECIFICATION

**CLASSIFICATION SERIES:**

Public Utilities Electric Coordinator

**SERIES NO.:**

2319

**MAJOR AGENCIES:**

Public Utilities Commission only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the public utilities electric coordinator occupation is to monitor & analyze electric utility quality of service, service reliability & performance & analyze & investigate operations & practices to ensure that electric utilities comply with PUCO rules & regulations & PUCO Minimum Electric Service Standards.

This classification is reserved for use by the Public Utilities Commission only.

**CLASS TITLE**

Public Utilities Electric Coordinator

**CLASS NUMBER**

23191

**PAY RANGE**

33

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of PUCO electrical safety standards, technical construction & operation of electric utility systems & inspection & investigation principles & techniques in order to inspect & investigate electric utility systems operations & facilities for conformance to state & federal rules & regulations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Independently identifies & analyzes quality of service & service reliability issues to determine compliance with PUCO rules & regulations & Minimum Electric Service Standards, collects & analyzes utility records & documentation for routine & rate case reports, coordinates investigations & development of recommendations with other agency departments & divisions, utilizes computer to analyze utility performance data, examines & inspects electric utility distribution & transmission facilities (e.g., overhead & underground facilities such as substations, service poles, clearance of overhead conductors, grounding of equipment, padmounted transformers, guying, switches) for compliance with commission safety standards & Minimum Electric Service Standards, investigates & analyzes utility electrical transmission & distribution facilities maintenance & inspection programs to ensure that facilities are being maintained in compliance with PUCO rules & regulations & PUCO Minimum Electric Service Standards, inspects condition of utility plants & equipment to determine adequacy of facilities, investigates, evaluates & makes recommendations for corrective action regarding electric utility company distribution inspection & maintenance program policies & practices, interviews utility company management & operating personnel about operational policies & practices, monitors & observes utility's testing of service quality (e.g., voltage, continuity of service), examines & evaluates inspection reports, quality of service test findings & customer issues with electric utility management & recommends corrective action, inspects & analyzes central office practices including standard & special records, billing practices & related activities.

Interprets & applies safety standards requirements & Code rules to specific customer/utility incidents relating to safety issues & consumer inquiries; prepares & presents testimony as expert witness in formal hearing; investigates & mediates customer quality of service complaints; responds to inquiries, complaints & questionnaires, both verbally & in writing, from state, federal, utility & industry personnel; investigates accident sites involving public contact with utility electrical lines & facilities; serves as technical expert to commission & staff during complaint rate case proceedings.

Develops computerized data base of utility inspection/maintenance programs, distribution system performance & customer surveys; collects, monitors & analyzes utility performance data; formulates, analyzes & interprets customer quality of service surveys; performs utility boundary mapping required by & defined in Revised Code; prepares PUCO entries for service territory boundary reallocation; maintains territorial boundary maps; reviews legal documents, emergency procedures & orders & maintains appropriate documentation.

Attends mandatory training relative to Minimum Electric Service Standards, National Electrical Safety Code & related standards & rules to maintain technical expertise & knowledge of evolving technological developments & inspection & investigation principles & techniques.

Assesses existing industry standards for incorporation into commission rules & regulations; develops minimum electric service standards for commission adoption; represents commission at meetings of state & federal agencies, industry groups or general public as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of technical construction & operation of electric utility systems; auditing procedures; general management; safety practices relating to electric utilities; Public Utilities Commission rules & regulations & federal & state laws pertaining to electric utilities; inspection & investigation principles & techniques; public relations; fractions, decimals & percentages. Skill in operation of electric utility test equipment; drafting tools. Ability to communicate effectively with utility company officials regarding electric utility operations; define problems, use proper research methods to gather data, establish facts & draw valid conclusions; use statistical analysis; interpret technical material in books, journals & manuals; deal with non-verbal symbols, formulas, equations or graphs; understand most difficult classes of concepts; develop complex reports & position papers; cooperate with co-workers on group projects; resolve complaints from government officials & angry citizens; prepare & deliver speeches before specialized audiences & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration or engineering; 24 mos. trg. or 24 mos. exp. in construction or operation of electric utility systems & function of associated facilities & equipment; 24 mos. trg. or 24 mos. exp. in conducting investigations & interviews relative to utilities; 4 courses or 12 mos. exp. in safety practices relating to electric utility operations; 12 mos. trg. or 12 mos. exp. in public relations pertaining to sensitive issues; 12 mos. trg. or 12 mos. exp. in operation of electric utility test equipment; 24 mos. trg. or 24 mos. exp. in written & oral communication skills; requires travel, must be able to provide own transportation.

-Or 69 mos. exp. in construction or operation of electric utility systems to include safety practices & operating electric utility test equipment; 24 mos. trg. or 24 mos. exp. in conducting investigations & interviews relative to utilities; 6 mos. trg. or 12 mos. exp. in public relations pertaining to sensitive issues; 6 mos. trg. or 24 mos. exp. in written & oral communication skills; requires travel, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must complete mandatory training & verification of proficiency relative to application of Minimum Electric Service Standards, National Electrical Safety Code & related standards & rules; must complete mandatory training & verification of proficiency relative to maintaining technical expertise & knowledge of evolving technological developments, inspection/investigation principles & techniques & preparation of complex technical reports.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be exposed to high voltage.