



## NOTICE OF JOB OPENING DISPATCHER/SCHEDULER/OPERATOR

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**Posting Date:** June 6, 2019  
**Department:** Power  
**Reports to:** Power Plant Supervisor  
**Salary Range:** Grade N-12 (Starting Salary Range \$22.36 - \$28.52 per hour)  
**Position Type:** Full-Time **with Rotating Shifts**  
**How to Apply:** Applications available at [bountifulutah.gov](http://bountifulutah.gov) (CITY APPLICATION REQUIRED)  
**Send to:** Human Resources, 790 South 100 East, Bountiful, UT 84010  
**Email:** [jobs@bountifulutah.gov](mailto:jobs@bountifulutah.gov)  
**Application Deadline:** 12:00 P.M., Monday, June 17, 2019

### **Overview:**

Perform Dispatching, Scheduling, and Operating responsibilities for the Power Department.

### **Tasks:**

Responsible for after hours dispatching of power department personnel; in response to power outages; for new connects and reconnects; and for other after hours system repairs.  
Responsible for reporting, tracking, and recording after hour activities.  
Responsible for scheduling power resources and tracking and documenting system load information.  
Responsible for starting, running, and stopping on site generation equipment as needed for load coverage.  
Responsible for operating remote generation equipment as directed by others.  
Responsible for monitoring and operating the power department SCADA system.  
Responsible for cleaning and maintenance around the dispatch center and power plant as assigned.  
Performs other duties as assigned.

### **Knowledge, Skills and Other Characteristics:**

Must be able to remain calm and make good decisions under stressful situations.  
Must be familiar with computer programs and be able to work with word documents, spreadsheets, outlook, etc.  
Must be able to make decisions and solve problems using available information.  
Must have a basic knowledge of Electricity.  
Must be able to communicate effectively over the phone or radio and in writing.  
Must be able to read and understand system drawings and system maps and distinguish colors.  
Must have a working knowledge of arithmetic and be able to predict trends.  
Must be willing to accept responsibility for the accuracy of work performed.  
Must be self motivated and be able to prioritizing daily work assignments.  
Must have the ability to read and understand instructions, safety rules, etc., both verbal and written.  
Must understand and follow safe work practices.

### **Qualifications:**

Must live within 20 minute response time of the Power Department office.  
Must pass a drug test and a criminal background check.

### **Physical Requirements:**

**Will be working a rotating schedule which involves shift work to cover 24 hour per day plant operations year round.**  
Will be exposed to high voltage generation equipment which also produces high noise levels and high heat levels.  
May occasionally be required to lift 100 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 50 pounds. Must be able to Climb, balance, stoop, kneel, crouch, crawl, reach, talk, hear, and see.

### **Required Licenses and Certifications:**

Valid Utah Driver's License

### **Education and Experience:**

High school graduate plus two years of schooling in an electrical field or applicable experience.