

ELECTRIC RELIABILITY AND ENVIRONMENTAL COMPLIANCE ADMINISTRATOR

PURPOSE AND NATURE OF WORK:

Position in this class is responsible for the electric utility's continuing compliance with all applicable standards and regulations issued governing electric system reliability as well as environmental emissions, discharges and permits. Incumbent serves as the chairman of the utility's Internal Compliance Committee, and interfaces with the various regulatory agencies, exercises signature authority for permits, reports, compliance certifications, has supervisory responsibilities for a small technical staff, and reports to the Engineering, Power and Communications Manager.

ILLUSTRATIVE EXAMPLES OF WORK: (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts internal and external auditing process, develops internal self-auditing plan, leads Internal Compliance Program Committee meetings, participates in preparing self-certification reports, exception reports and mitigation plans; the development and maintenance of a compliance management system. Tracks mitigation plan milestones, coordinates review and policy approval, guidelines and procedures for numerous applicable National Electric Reliability Council (NERC) and Southwest Power Pool Reliability standards. Monitors changes to reliability standards, informs the Utility's subject matter experts in a timely manner, coordinates staff's input into the development of reliability standards, participates in professional organizations' electric reliability activities and represents the Lafayette Utility System at meetings of regulatory agencies.

Researches and identifies federal, state laws governing activities of electric utilities that affect the environment; identifies agencies that formulate and administer regulations, their reporting and compliance requirements, plans, directs and organizes work of the utility to comply with those requirements. Disseminates information and coordinates with operating division managers to gain support and participation in gathering, collating data for reports, in modifying equipment and operations consistently with environmental regulation. Has signature authority for all permitting, reporting pertaining to compliance measures of the electric utility.

Works during outages, weekends, system failures that affect interconnected electric utility systems, provides substantial input into analyses of events and reporting consequences. Communicates with other utilities, provides reports to NERC within strict timelines, usually one hour. Participates in negotiations in event of substantial fines or penalties levied by NERC. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of National Electric Reliability Corporation and related agency standards, compliance and reporting requirements.

Thorough knowledge of federal, state and local environmental regulations that affect electric utilities, the enforcement agencies and permitting / reporting requirements, including hazardous materials standards.

Thorough knowledge of emissions allowance market practices.

Knowledge of electric generation, transmission and distribution utility materials and methods.

Knowledge of extent of interconnections of electric utility systems, their operations and consequences of failures.

Ability to use standard office computers and applications.

Ability to form and maintain productive business relationships with regulatory agency staff, utility managers, employees and consultants.

DESIRED EDUCATION AND EXPERIENCE QUALIFICATIONS:

Baccalaureate degree in Electrical, Mechanical Engineering or related field, and working experience yielding a knowledge of electric generation, transmission and distribution methods and materials as well as electrical reliability standards and environmental regulation, or an equivalent combination.