



BRIGHAM CITY CORPORATION

Job Description
(qualified internal applications only)

Title:	Resource Planning Specialist	Code:	713
Division:	Power Distribution	Effective Date:	12/15
Department:	Public Power	Last Revised:	9/2021
GRADE: 63		FLSA status: Non-exempt	
Wage range: \$25.34 – \$29.82 - \$34.29 per hour			
OPENED: September 21, 2021		CLOSES: September 28, 2021	

GENERAL PURPOSE

Performs a **variety of technical duties** related to promoting customer service and education regarding public power operations, programs, billing system, policies, and procedures. Develops and implements city-wide Integrated Resource Plan (IRP) for the conservation of power resources.

SUPERVISION RECEIVED

Works under the general supervision of the Public Power Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Compiles information, creates programs, and recommends public relation goals, objectives, and policies for the electric utility; develops public service announcements and information to apprise and educate the public in methods and procedures to conserve the use of electricity.

Coordinates education programs with various public groups through personal contact, speeches, and other correspondence; works to keep current with research and development regarding electric power and energy.

Responds to public on various complaints related to electrical metering billing issues, service irregularities, television and radio interference, power consumption, application and enforcement of various rate schedules or difference between classes of customers.

Conducts problem analysis; makes assessments of causes of high consumption; Gives advice on how to test appliances and electrical devices to determine possible source of high consumption; advises and recommends solutions to problems; calculates lighting loads and estimates cost of energy.

Coordinates tests with recording volt and amp meters in response to customer complaints; assists in locating and correcting causes of interference in transmission and distribution lines. Connects and disconnects power by use of AMI system when needed.

Calculates multipliers out for meters as a basis for customer billing; reads and computes kilowatts and kilowatt hours from recording demand meters.

Writes, updates, and submits all required data, reports, and information to Government agencies such as

the EIA (Energy Information Act) relating to Brigham City's integrated resource plan; collects and organizes generation data and calculates Brigham City's largest loads to submit annual reports to UAMPS; operates personal computer to enter report materials and narrative; assures timely submission of report to department head and appropriate agencies.

Performs detailed analysis of power supply alternatives to establish appropriate programs to evaluate new generation power supply which may involve potential UAMPS projects or others and integration of such power supply into the resource portfolio.

Reviews historical data; participates in rate review using established cost of service model.

Operates electrical SCADA system during switching procedures and providing one-shot operations to crews working on the system.

Operates electrical AMI metering system to help diagnose outages or customer issues. Provides load history for customers and Public Power Director when needed for upsizing systems.

Oversees, and tracks all solar customers from the first application process to installed operations regarding solar system output and billing issues.

Does monthly calculations and billing for all of Brigham City schedule 8 and schedule 9 customers.

Does educational demonstrations for local schools and other organizations promoting safety around power lines and energy conservation tips that helps customers save on their electric bills.

Manages the "See ya later refrigerator" program incentivizing customers that want to participate to obtain new energy efficient refrigerators and freezers.

Operates personal computer and specialized CAD software; monitors changes in city power network/grid and updates computerized GIS system maps.

May be contacted outside of regular shift hours to assist in the case of field emergencies on SCADA or other duties; may provide backup assistance on power outages.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent; plus, one (1) of specialized training in customer service and public power operations;

AND

B. Two (2) years of experience performing above and related duties preferred;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of principles of effective customer relations; mathematical formulas used in the calculation of power usage and related costs; general electrical engineering principles and practices; legal environment associated with power utility projects, construction and maintenance; modern methods, principles and practices of power transmission and distribution; operation of meters, gauges, and instruments associated with electricity and electric power generation and distribution; metering equipment maintenance; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in power utility operations.

Skill in the art of creative problem solving and interpersonal conflict management.

Ability to keep operating records and prepare reports; estimate price rates and develop hypothetical situations to anticipate needs and services related to the consumer; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications:

Must be CPR certified.

Regular and reliable attendance.

4. Work Environment:

Incumbents of the position perform normally in an indoor environment, periodically outdoor. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Essential functions require talking, hearing, and seeing. Common and complex eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to high voltage power system.

EMPLOYMENT APPLICATION PROCEDURES:

Submit a Brigham City Corporation Application for Employment to **Human Resources** by **5:00 PM, September 28, 2021**. Applications are available on the City's website, or human resources office. Do **not** send application to the Department of Workforce Services.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER