



# Example of Dispatch Operator Job Description

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Our growing company is looking for a dispatch operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dispatch operator

- Maintain detailed knowledge of generating units operating characteristics at all times, including availability, energy yield, and performance efficiency, to effectively utilize units to fullest potential
- Utilize excel spreadsheets and Plant Information system (PI) to perform real time analysis evaluations to help maximize unit profitability and performance
- Perform real-time hourly site output updates to power off takers to assist them in their system and market demands
- Respond and execute orders from the ISOs (PacifiCorp, First Energy, Tristate, etc) around system reliability
- Operate systems proactively
- Anticipate situations
- In the event of loss of telemetering, computed data, network communications, EMS, , must coordinate or troubleshoot all events to insure performance of duties
- Coordinate activity in the event of an emergency
- Read logs, standing orders, procedures or other information, in order to remain current and informed of normal and abnormal situations
- Must maintain accurate records using Versify logging concerning unit commitment and dispatch activities and generating unit operation

## Qualifications for dispatch operator

- Able to work 3pm - 11pm on Thursdays
- Able to work 9am - 6pm on Fridays

- Able to work full time for the first 4-6 weeks of training (shifts will vary between 7am - 11pm, 40 hrs/week)
- 2 years of clerical and administrative experience