

GPL-SCE-JM C/1	OUTPUT FOCUS JOB DESCRIPTION		SYSTEM CONTROL & OPERATIONS DEPARTMENT
Position: Shift Control Engineer	Grade: JM C	Incumbent:	Reports To: System Operations & Planning Engineer
Manages: Assistant System Control Engineer (ASCE) & Plant Operators			

JOB PURPOSE: Responsible for efficient and effective operation of the station and its interconnected system.

KEY OUTPUTS:

- Shutdown/ Disturbance Report
- Performance appraisals
- Training needs assessment / Training
- Load demand report
- Safety documents
- Performance plan

KEY RESPONSIBILITY AREAS:

1. Provide protective supervision to all subordinates so as to ensure that electricity is distributed within the statutory and general requirements set out by the G.P.L Management.
2. Determine and maintain on shift, the moment to moment status of the performance of the generation and transmission facilities.
3. Supervise and direct overall operations of these facilities in order to provide a continuous supply of electrical energy to customers, in a safe, economical and reliable manner.
4. At the start of each shift and before relieving the former ensure that an update status of the system is communicated to and received from (relieved of / relieving), so as to ensure that the continuous operation of the DBIS System is maintained.
5. Ensure that the system status is accurately maintained on the Mimic/Mosaic boards and the System Shared Computer file.
6. Ensure that the quality of supply to the consumer (receiving end voltage and supply frequency) is maintained within specified regulatory limits.
7. Supervise the expediting of all planned and unplanned maintenance activities regarding station and line plants and protective apparatus within the interconnected System.
8. Initiate and Coordinate mapping exercises so as to continuously update control center of Network Upgraded and or changes.
9. Ensure that shift personnel at the Sophia Control Centre & sub stations adhere strictly to guidelines set out in the Safety Rules and Regulations, and the Safety Codes of Practice of the GPL Inc.
10. Orient, Coach and Mentor Direct Report.
11. Exercise effective discipline over subordinate staff in keeping with the Company's Rules and Regulations.
12. Assist in setting performance targets, evaluating performances and identifying training needs of employees.

13. Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health regulations.
14. Conduct continuous assessment and monitoring of staff work performance and development, and taking steps to correct poor work performance.
15. Prepare performance plan.
16. Perform other duties that may be assigned to you within the scope of your employment, from an authorized officer.

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	2	M	<ul style="list-style-type: none"> • Helps others adapt to a changing work environment and to embrace change • Promotes the benefits of a proposed change • Develops plans and prioritizes resources to effectively implement change • Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job • Takes steps to learn about the change • Works well with new and diverse individuals or groups
Applying Learning	2	M	<ul style="list-style-type: none"> • Recognizes how prior knowledge and skills apply to complex or new circumstances. • Applies acquired knowledge quickly and appropriately on the job. • Improves skill through practice and application.
Communication	1	H	<ul style="list-style-type: none"> • Elicits ideas, comments or feedback on what has been said. • Asks questions to clarify and confirm information to ensure common understanding. • Actively listens and seeks to understand by getting the facts and pertinent information. • Clearly expresses ideas using both written and oral communication. • Uses appropriate grammar and vocabulary. • Uses a respectful tone, appropriate eye contact, gestures and other body language.
Creativity and Innovation	1	M	<ul style="list-style-type: none"> • Generates ideas and solutions that reflect thinking outside the box. • Recognizes new ways to accomplish tasks. • Bounces ideas off others. • Keeps abreast of new innovative approaches. • Tries more than one approach to overcome a problem.
Decision Making	1	M	<ul style="list-style-type: none"> • Applies guidelines and procedures that require some interpretation when dealing with exceptions • Considers the risks and consequences of action and decisions • Makes decisions in accordance with professional standards, established guidelines, procedures and/or legislation • Collects readily available information relative to the decision • Considers the financial implications of decisions and factors these in appropriately
Results Oriented	1	H	<ul style="list-style-type: none"> • Acknowledges the work and contribution of others. • Modifies behaviour to fit the situation. • Measures progress against targets.

			<ul style="list-style-type: none"> • Clarifies what is expected and accepts accountability for completing tasks. • Takes pride and ownership in own work. • Demonstrates a high level of dependability in all aspects of the job. • Respects the rights of others while achieving one’s own goals. • Adjusts easily to changes at work.
Safety	2	H	<ul style="list-style-type: none"> • Confronts others about safety concerns and/or violations. • Proactively thinks about his/her safety and the safety of others • Keeps personal and group safety on employees’ minds at all times • Adheres to high personal standards of safety • Reports and / or corrects unsafe work conditions • Takes action to correct unsafe work habits • Documents and monitors occupational safety and health violations • Supports and demonstrates safe work behaviours • Adheres to all safety rules and procedures on the job • Displays knowledge of all related occupational safety and health regulations
Teamwork	3	M	<ul style="list-style-type: none"> • Proactively solicits ideas and opinions and shares information and learning with others • Addresses conflicts or issues within the team in a positive and open manner • Provides clear feedback to team members • Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions • Actively includes individuals from diverse backgrounds in team activities • Capitalizes on diverse skills and ideas • Spends time helping others think through issues
Leading and Developing others	1	M	<ul style="list-style-type: none"> • Lets people know exactly what is expected of them • Seeks feedback from others to challenge own assumptions about an individual’s performance or development need • Appreciates and recognizes employee accomplishments

Technical/ Functional Competencies

Technical/Functional	Importance B, W, A,E	Skill Level 1,2,3,4
Problem Solving and Analytical Skills.	E	3
Time management – ability to meet deadlines	A	3
High level of organizational Skills	A	3
Ability to plan, organize and implement effective and proper power plant operations processes	W	4
Knowledge of integrated Electrical Systems, Operations of Power Generation, sub- Transmission and Distribution and associated auxiliary equipment	E	3
Knowledge of Power Plant Monitoring systems	W	3
Ability to diagnose and assess operational problems.	A	4

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor’s Degree in Electrical or Mechanical Engineering from the University of Guyana or its equivalent from an Accredited Institution with at least three (3) years relevant experience.

OR

2. Diploma in Electrical Engineering from the University of Guyana or its equivalent from an Accredited Institution with at least seven (7) years relevant experience.

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised