



Job Description

Title: **Generation Operations Specialist**

Department: **Power Supply**

Reports to: **Manager, Power Supply**

Salary Grade: 90

FLSA Status: **Exempt**

EEO Code: Professionals

Job Level: **Individual Contributor**

Version Date: 11/25/2024

JOB SUMMARY

This position manages and coordinates the operation of Holy Cross Energy’s contracted generation resources, including utility-scale solar, wind, hydropower, and battery storage power plants. Serves as HCE’s main point of contact between contracted power plant owners and HCE departments for issues related to generation assets. Provides oversight for PPA compliance and accounting related to contracted generation. Supports PPA origination and new power plant development. Coordinates new resource commissioning, design, development tracking, and accountability.

<u>Essential Functions</u>	<u>% Time</u>
Owns HCE’s generation resource monitoring, control, and scheduling functions.	40%
Troubleshoots and coordinates resolution of power plant performance issues, and acts as the main liaison between power plant owners and HCE departments, staff, and external stakeholders.	20%
Manages PPA technical compliance and oversight to hold plants accountable to their contracts and protect HCE’s interests.	10%
Supports new generation resource commissioning, design, and development.	10%
Responsible for the implementation, control, and use of HCE’s generation SCADA system.	10%
Coordinates monthly invoicing for generation resources and validates production data.	5%
Supports management, including the CEO, VP of Finance, and Manager of Power Supply with analysis, reporting, and special projects related to HCE’s clean energy portfolio and transition.	5%

QUALIFICATIONS

Education and Work Experience

Bachelor’s degree in business, engineering or related field, and 2 years or more experience in electric power, business, engineering, or a closely related field required; or an equivalent combination of education, training and experience. Preference given for direct experience working with bulk electric system generation resources.

Skills

Preference for experience either developing, building, or operating and maintaining bulk system electricity generation.	Expert
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Must be a clear, concise, and strong communicator to interface between power plant owners, employees, and all other stakeholders. Have the ability to handle situations with tact and diplomacy.	Expert
Must possess strong project management skills to coordinate plant operations, maintenance, and compliance.	Expert

Licenses & Certifications

Valid Colorado Driver’s License required upon hire.

PHYSICAL DEMANDS & WORKING CONDITIONS

<u>Physical Demands</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					25 Lbs.
Carrying	X					25 Lbs.
Pushing	X					25 Lbs.
Pulling	X					25 Lbs.
Climbing	X					
Balancing	X					
Stooping	X					
Kneeling	X					
Crouching	X					
Crawling	X					
Reaching	X					
Handling	X					
Grasping	X					
Feeling	X					
Talking				X		
Hearing				X		
Repetitive Motions	X					
Eye/Hand/Foot Coordination	X					

<u>Working Conditions</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				

<u>Working Conditions</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Vibration	X				
Other	X				

<u>Travel Requirement</u>	<i>Percentage</i>
Yes	5%
<u>Telecommuting Eligible</u>	<i>Percentage</i>
Yes	50%
<u>Subject to Nepotism Policy E-8</u>	No

<u>Functional Competency</u>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	Senior	Tackles critical large-scale issues using rational thinking and reasoning.
Business Impact	Senior	Sets goals for the division & contributes to corporate strategic decisions.
Collaboration	Expert	Develops, maintains & reinforces alliances internally & externally to create a mutual benefit.
Communication Skills	Expert	Communicates at a high level and is able to negotiate on a broad spectrum of matters.
Functional Knowledge	Experienced	Expertise in his/her discipline & understands these concepts in other disciplines.
Influence	Experienced	Profits from garnering support for concepts & solutions for other functions.
Job Impact	Experienced	Function.
Leadership Skills	Experienced	Manages a function.
Managing Change	Experienced	Initiates improvements for the function.
Problem Solving	Experienced	Assesses circumstances using experience & a variety of information gathered.
Strategic Responsibility	Experienced	Sets or influences strategy for his/her function.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCOPE

Freedom to Act

Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert.

Problem Complexity and Problem-Solving Timeframes

Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting

method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically 6 to 12 months.

People Management

Individual Contributor X does not manage employees.

Impact

Erroneous decisions or recommendations would normally result in the inability to reach crucial organization objective and may have prolonged effect, as well the expenditure of substantial resources.

Contact with Others

Represents the organization as the primary contact. Interacts with management and senior value-chain partners on matters requiring coordination across organization lines. Achievement of objectives requires ability to influence others both internally and potentially externally.

Financial Responsibility

Financial and Budget Responsibility Shared

Interpersonal Abilities

Requires the ability to establish and maintain effective professional relationship with both internal and external contacts.

Leadership: Inspires and motivates others to perform well, includes appropriate employees in planning and decision-making, takes responsibility for employee activities, makes self available to employees, develops employee skills and encourages growth, gives appropriate recognition to others, and continually works to improve work environment and leadership skills.

Core Values: Commits to the safety of all co-workers and general public through education, awareness, training and prevention, treats people with respect, keeps commitments, accepts responsibility for own actions, inspires the trust of others, works with integrity, and upholds organizational Core Values.

Confidentiality: Uses discretion and maintains confidentiality in sensitive and personal matters related to the function.

Organizational Support: Follows policies and procedures, supports Holy Cross goals and values, promotes a harassment-free environment, supports affirmative action, and respects diversity.

Requires prompt and predictable attendance in order to ensure uninterrupted service to internal and external contacts. Occasionally, position may require working outside normal business hours, including evenings, weekends, and holidays.

The job description is not intended to be an all-inclusive list of job responsibilities, duties, and requirements; but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the need of the business. Holy Cross Energy retains the discretion to add to or change the duties of the position at any time.

Employee Signature

Date