

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	SYSTEM OPERATOR 1-4
JOB LOCATION	Flint EMC Service Center - 1937 Electric Avenue, Fort Valley, GA
JOB CLASSIFICATION	Inside Job; Non-Exempt
SUPERVISOR	Supervisor of System Operations
LAST DATE REVIEWED	June 2025
JOB SUMMARY	Operates and monitors Flint EMC distribution system utilizing SCADA and other technology in conjunction with Flint personnel and contract employees. Alerts on-call System Operator when major outages occur or when switching is required. Alerts appropriate personnel when alarms occur on SCADA. Utilizes Milsoft Dispatch and other available technology. Dispatches line personnel to respond to outages in a timely manner; assists customers with various inquires; enters a high volume of data into computer; and monitors security cameras/security systems. Works alone in System Operations at night. Performs substation and line inspections as required.
EDUCATION / TRAINING	Required: <ul style="list-style-type: none"> • High School education or equivalent. • Two years' electrical utility experience in Engineering or Operations. • Basic computer experience. Preferred: <ul style="list-style-type: none"> • Associate degree (or higher) in Electronics, Pre-Engineering, or relevant Science or Math field. • Bachelor of Science in Engineering or Engineering Technology from an ABET Accredited School • Experience working in an electrical distribution/transmission control center • Experience in theory and operation of overhead and underground electrical distribution facilities, including substations, substation equipment, breakers, regulators, and SCADA. • Customer service experience. • Experience in a work environment requiring the ability to multitask. • Computer experience with Microsoft Office (specifically Word, Excel, and Outlook).
KNOWLEDGE / INTERPERSONAL SKILLS	Required: <ul style="list-style-type: none"> • Excellent accuracy skills and attention to detail. • Excellent interpersonal skills including listening effectively and ability to communicate verbally and in written correspondence. • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service which should be evidenced from prior work experience. • Ability to make sound decisions under stressful conditions. • Skills to perform math as required. • Ability to operate computer and communications equipment as required. Preferred: <ul style="list-style-type: none"> • Working knowledge of an electrical distribution system.
PROGRESSION MANDATORY	<ul style="list-style-type: none"> • Individuals entering Flint's workforce as a System Operator 1-4 are hired with the understanding that this is a progression program requiring the employee to perform work in a satisfactory and safe manner. Employee will be required to pass written and/or oral competency evaluations to progress to the next level. Failure to advance in a timely manner as outlined in the program will result in termination of employment.
WORKING HOURS	<ul style="list-style-type: none"> • Currently 10 to 12 hour rotating shift (8 weeks days; 4 weeks nights); subject to change based on the needs of the company. • Must be willing to stay beyond shift as needed and / or work odd shifts as needed to support system outage restoration. • Must live within 60 minutes of Flint's Service Center located at 1937 Electric Ave, Fort Valley, GA (32.585878, -83.720310)
OTHER	<ul style="list-style-type: none"> • Must have and maintain a valid Georgia driver's license. • Must be willing to accept communications of company and security updates notifications by phone.
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Wednesday, July 2, 2025. • Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com. • Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE

Posted 06/19/25

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
SYSTEM OPERATOR 1-4**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to make quick judgment decisions.
ABILITY TO DEAL WITH STRESS	Must be able to handle tense situations, resolve complaints, and control anger and attitude.
VISION	<u>Far Visual Acuity</u> - As necessary to drive. <u>Near Visual Acuity</u> – Necessary for operating two-way radio. Must be able to see a computer screen and keyboard. <u>Peripheral Vision</u> – As necessary for driving. <u>Color Vision</u> - As necessary to recognize lights on mapboard, SCADA screen, and color-codes on map board. <u>Depth Perception</u> - As necessary for driving. <u>Night Vision</u> - Same as above.
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and radio. Hears incoming calls on phones and alarms on SCADA system.
SPEECH	Speaks loudly and clearly enough to be accurately understood on phone and radio system. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Sitting 75% of time. Stands as needed.
WORKER MOBILITY / WALKING	Can change positions at will. Minimal amount of walking, not exceeding 500 feet.
LIFTING / CARRYING	Must be able to lift 50 lbs. for moving computer equipment.
PUSHING / PULLING	Required to open/close desk drawers.
BENDING	Bends from neck for talking on telephone.
REACHING / HANDLING	Wrist, hand, and arm use is continuous for operating radio, telephone, computer terminal, and SCADA system.
TWISTING / CLIMBING / CRAWLING	Twisting intermittent. Required to climb ladder.
ENVIRONMENTAL FACTORS	90% of time is spent indoors in an air-conditioned controlled environment. No noise, light, fumes, or dust hazards present. 10% of time is spent outdoors performing line and substation inspections. Outside weather may vary from 10 degrees Fahrenheit to 105 degrees Fahrenheit. Also, weather may consist of rain, sunshine, wind, etc.
MACHINES / TOOLS/ EQUIPMENT	Computer terminal, switchboard, two-way radio, calculator, fax, paper, pens, pencils, stapler, ink, automatic telephone answering equipment, and a SCADA system.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Follows prescribed safety rules. Must be able to wear hardhat, rubber gloves, overshoes, and safety glasses.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.