

ATC Management Inc.
Transmission Function Employee
Job Description Summaries

ASSET MANAGER

The asset manager is responsible for developing and implementing ATC's Asset Management methodology that will manage the life cycle of ATC's transmission assets. This includes the development and implementation of maintenance protocols and asset renewal programs. The asset manager will have a long range view of ATC's assets and is responsible for long range asset management planning and the strategic approach to aging infrastructure and asset renewal programs.

ASSISTANT MANAGER – SUBSTATION MAINTENANCE & COMMISSIONING

Assistant Manager – Asset Maintenance and Commissioning is responsible for providing leadership, oversight, direction, and feedback to the Substation Asset Maintenance and Commissioning organization to accomplish the maintenance plan within budget, time and budget constraints, to ensure commissioning resources are properly allocated to support the ATC construction plan, and to ensure the ATC staff receives the support it needs to properly perform their functions. The Assistant Manager is responsible for implementation of the Substation Maintenance Work Plans for the ATC system and the budgets for the Substation Maintenance and Commissioning group.

CONTROL ENGINEER

The Control Engineer performs project work associated with the installation of metering, control, and data acquisition equipment for the electric transmission lines and substations, in multiple locations. Major work tasks include, but are not limited to, designing control and automation schemes for ATC substations to ensure safe, reliable, and economic system operation.

CONTROL SPECIALIST

The Control Specialist assists the Control Engineers with project work associated with the installation of metering, control, and data acquisition equipment for the electric transmission lines and substations, in multiple locations. Major work tasks include, but are not limited to configuration of control and automation equipment used in ATC substations to ensure safe and reliable system operation. Reports to the Manager – Energy Management Services, and receives daily work direction from the Team Leader – Metering and Control.

VP ASSET MANAGEMENT

The VP, Asset Management is responsible for developing, implementing and refining overall asset management strategy and related activities at the Company. Plans, directs and implements the development and integration of engineering, construction, system protection, commissioning, and maintenance standards and practices to achieve

efficient and effective implementation of transmission infrastructure and maintenance plans consistent with corporate, safety, compliance and system performance objectives. Monitors system performance and condition and develops and implements responsive maintenance, protection and asset renewal programs that achieve corporate objectives. Designs and implements engineering strategy and process to optimize and balance insourced and outsourced activities to effectively engineer and implement projects, and obtain and manage necessary asset records. Ensures the safe, effective, and comprehensive commissioning of all new and/or modified facilities. Collaborates with the finance function to employ engineering economics and other financial techniques to integrate activities into near and long-term revenue requirements and financial planning and validate results. Collaborates with and supports the System Operations function in the day-to-day activities required to operate the transmission system.

Works as a team with colleagues in Construction, Planning, Business Administration Services, and Information Systems & Services to ensure that all aspects of the asset delivery process are accomplished in an effective and efficient manner.

Works in concert with the Company's executive leadership team in developing, implementing, and monitoring corporate and long-term performance goals, while executing the executive competency model.

VP SYSTEM PLANNING

The VP, System Planning is responsible for developing, implementing and refining overall system planning strategy and related activities at the Company. This role provides strong leadership to the System Planning department by providing oversight to the development of the transmission system including the areas of reliability analysis, project development, interconnections, and special studies. The position ensures the utilization of the appropriate transmission methodologies and technologies and the development of an overall planning and service strategy that balances the needs of all stakeholders.

Works in concert with the Company's executive management team in developing, implementing, and monitoring corporate and long-term performance goals, while executing the executive competency model.

DIRECTOR SYSTEM OPERATIONS

The Director, System Operations is responsible for developing, implementing and refining overall system operations strategy and related activities at the Company. This role provides leadership transmission switching, outage coordination, reliability, training, modeling, metering & control, and Corporate Security. Must ensure the transmission system meets or exceeds industry reliability and applicable cyber standards and meets the Company's goals and objectives for system performance.

Represents the Company on regional and national committees to promote transmission reliability. Assists in developing company positions and participates in regulatory matters involving transmission operations.

Works in concert with the Company's executive leadership team in developing, implementing, and monitoring corporate and long-term performance goals, while executing the executive competency model.

ENGINEER, ASSET SUPPORT SUBSTATION/ TLINE SERVICES

The Engineer – Substation/Transmission Line Asset Support is responsible for guiding the development, implementation and program management for substation/transmission line related asset management activities. Additionally, the engineer is responsible for providing support to the Substation/T-Line Maintenance Engineers/Specialists as necessary. The engineer will help promote uniform transmission line/substation maintenance practices across ATC and perform special studies of unique problems as assigned.

ENGINEERING SPECIALIST-SERVICES (Substation or Transmission Line)

The Engineering Specialist is responsible for working with American Transmission Company (ATC) engineers in the preparation and documentation of ATC engineering design standards. The Engineering Specialist is also responsible for the management of this information on the internal and external ATC Standards web sites, miscellaneous ROW/property management functions, DOT Coordination, pole attachment requests, and encroachment request reviews.

ENGINEER SUBSTATION SERVICES

Develops and maintains design, material, equipment specification, construction standards and engineering practices for substations. Collaborates with planning and asset management personnel to develop project scope and prepare estimates for projects. Supports the rest of the organization as ATC subject matter expert and keeps abreast of latest technologies for assigned area(s). Supports project engineering with methods and standards development for the delivery of cost effective and high quality products and services. Manage regulatory compliance issues as assigned.

ENGINEER TRANSMISSION LINE SERVICES

The Engineer – Transmission Line Services is responsible for developing and maintaining design, material, and construction standards and for providing technical support to other ATC functional groups for maintenance and construction of overhead and underground transmission lines. This role is responsible for collaborating with Planning and Asset Management personnel to develop project scopes and prepare estimates for projects in the provisional, strategic, and proposed stages. Responsible for participating in the development, evaluating and implementing new technology in the area of transmission line engineering and construction. The Engineer – Transmission Line Services is charged with being a subject matter expert in areas as assigned and keeping abreast of latest technologies and regulatory requirements for those assigned area(s). This role will also participate in miscellaneous ROW management activities such as line clearance studies, requests to attach to poles or construct facilities within ATC easements, and assess impacts of roadway improvement plans on ATC facilities. Also supports the engineering organization with methods and standards development for the delivery of cost effective and high quality products and services.

MANAGER ASSET PLANNING & ENGINEERING

The Manager Asset Planning and Engineering is a member of the Asset Management team overseeing the life cycle of ATC's transmission assets. The Manager Asset Planning and Engineering is responsible for the standards, construction practices, maintenance and inspection programs and processes necessary to ensure that ATC transmission assets deliver the required function and level of performance at the lowest total life cycle cost without compromising health, safety, environmental performance or ATC's reputation.

MANAGER ECONOMIC PLANNING (PLANNING)

The Manager Economic Planning will focus American Transmission Company (ATC) efforts on understanding the overall economic value of electric transmission system investment. This role requires the ability to understand and direct the highly technical analytical analysis of electric transmission system operations, system planning studies & energy trading markets. Results from this work would then be synthesized into policy and strategic directions relevant to ATC and our stakeholder communities. In addition, this position will work closely with the transmission planning staff to incorporate this information into specific project plans & construction activities undertaken by ATC. This will be a highly visible position internally to ATC and externally with our various publics.

MANAGER EMS

Lead the design, development and maintenance of information technology software systems for the American Transmission Company. Main areas of focus are SCADA application, EMS applications and business function software.

MGR STRATEGIC PROJECT PLANNING (PLANNING)

The Mgr. Strategic Project Planning is responsible for overseeing the analysis of the demands our customers make on ATC's transmission system, determine where, based upon reasonable forecasts, there is a need to reinforce the system, and supervise the development of major transmission reinforcement projects.

Provides supervision for the Strategic Project Planning staff which is involved in all aspects of transmission planning, including major projects planning, supporting public/stakeholder outreach, supporting ATC's Ten Year Assessments (TYA), coordinating projects need with state regulars, preparing testimonies, and other special projects.

MANAGER OPERATIONS SUPPORT

This position is responsible for managing and performing various aspects of system operations support. Areas of responsibility include training of system operations personnel, special projects, budgeting and forecasting, operations compliance, and ATC Emergency Response procedure and manual. This position will represent the company on various regional and national committees to promote transmission reliability, operating safety and policy development.

MANAGER, FORWARD OPERATIONS

The Manager, Forward Operations is responsible for leading ATC's involvement in reliability coordination activities, both in real time and future time horizons, and in associated operating policy development and implementation. Duties include managing the Forward Operations group, supporting the Outage Coordination group and assisting other groups within System Operations and ATC as a whole, to ensure reliable operations of the transmission system in accordance with applicable operating standards and regulations. Position holder will represent the company on various regional and national committees to promote transmission reliability and associated policy development and integrate outcomes back into ATC system operations. Position holder will interact with and support many ATC departments, generators, Local Distribution Companies, customers, and other entities involved with reliability operations both internal and external to ATC.

GENERAL MANAGER, REAL-TIME OPERATIONS

The position is responsible for leading ATC's real time operations and reliability coordination activities. Areas of responsibility include real time monitoring and control, transmission switching, operational NERC compliance, control center strategy planning and budget planning. This position collaborates with other groups within System Operations, and ATC as a whole, to ensure reliable operations of the transmission system in accordance with applicable operating standards and regulations. This position represents the Company on committees to promote transmission reliability and coordinates with Local Distribution Companies.

MANAGER SYSTEM CONTROL

This role is responsible for managing all aspects of control center transmission operations, operations support and facilities for the American Transmission Company (ATC). This includes transmission dispatch operations, training of transmission operators, and managing facility functions. In collaboration with the Director, System Operations and the General Manager, Real Time Operations, represent the Company on regional and national committees to promote transmission reliability.

MANAGER SYSTEM PROTECTION

The Manager of System Protection is responsible for leading the staff involved in the design and development of new protective schemes; additions, modifications and replacement of existing facilities; modification and replacement of existing protective system facilities; operational support for system events, outages and equipment malfunctions. The staff will consist of team leaders, engineers and technical specialists.

MANAGER – ASSET MAINTENANCE & COMMISSIONING

The Manager of Asset Maintenance and Commissioning is responsible for:

- The execution of all maintenance, inspection and testing activities for ATC's transmission system assets
- The management of all vegetation management activities associated with ATC's transmission system
- Management of the Commissioning Engineering Staff

- Implementation of the maintenance work management processes
- Development and oversight of the annual maintenance budget and work plans
- Development and oversight of the annual Commissioning Budget

The Manager is responsible for providing leadership, direction and oversight to the transmission line and substation maintenance personnel, the vegetation management staff, work management, and commissioning engineering personnel. This position requires frequent interface with other Asset Management groups, many other ATC groups, and a number of external organizations to ensure that ATC assets are operated reliably and safely. Position requires frequent travel to all WI and MI offices.

OPERATIONS ENGINEER

The operations engineer performs transmission reliability studies in the operating horizon to determine SOLs and/or IROLs and to support expansion, maintenance, and other operating conditions of ATC's transmission power grid to successfully meet our generator and load interconnection customers' needs in a reliable manner. The candidate will work with internal groups such as System Control, Transmission Planning, Project Management, and Asset Management to address transmission issues and to develop plans that ensure the reliability of ATC's bulk transmission power system while maintaining compliance with applicable reliability standards. The candidate must be able to analyze transmission system problems, perform event analysis, and collaborate on the development of operating plans for Bulk Electric System Operators. The candidate will interface with regional (e.g., MRO, MISO, RF) and national groups (e.g., NATF, NERC) to assist in the development of transmission reliability processes, procedures and best practices. The candidate will also be involved in performing transmission outages coordination studies jointly with other transmission owners, e.g., neighboring transmission owners.

OPERATIONS SUPPORT ANALYST

The principal function of this position is to provide support to the System Control Operator Manager and Operations staff. In this capacity, the Operations Support Analyst will interface with company employees, business contacts, customers and other individuals from outside organizations.

OPERATOR TRAINING PROGRAM ADMINISTRATOR

Develops and maintains the technical training program for system operations staff to ensure Company compliance with NERC Standards and the availability of qualified and certified personnel. Develops and maintains the system operator job task analysis and associated operator training program in accordance with NERC Standards and Continuing Education Provider Guidelines. Works closely with training staff, subject matter experts and external vendors to ensure that a Structured Approach to Training (SAT) is utilized in creating and implementing the training program. Coordinates joint training activities and maintains auditable training records. Assists system operators in developing individual training plans designed to maintain NERC certification and meet

NERC Standards. Represent the Company on various industry training committees and work groups.

OUTAGE COORDINATOR

Responsible for reliable and secure transmission system operation by scheduling & coordinating safe switching of planned transmission equipment outages. On occasion, aids the System Control Operator (SCO) during forced outage events.

PRINCIPAL PLANNING COMPLIANCE MANAGER

Facilitate and support the review and possible response to all FERC, NERC, MRO, and RFC information requests that are related to compliance with or the development of Reliability Standards or Orders. Facilitate and support the review and possible response to all Planning department related NERC Alerts (i.e. Advisories, Recommendations, and Essential Actions) in an effective and efficient manner. Facilitate and support Planning related Reliability Standards development in an effective and efficient manner. Facilitate and support full compliance with the all Planning department related Reliability Standards requirements and FERC Order requirements in an effective and efficient manner.

STRATEGIC TECHNICAL ADVISOR

Responsible for supporting transmission system regional planning, and to the profitable growth of the organization's business by assisting with business development and growth activities for the organization, building relationships with prospective partners and stakeholders, and promoting concepts and ideas that create demand for the organization's services and/or partnership.

SYSTEM CONTROL OPERATOR IN TRAINING

The System Control Operator in Training role is charged with the responsibility of successfully completing the System Control Operator in Training rotational program. This includes passing all training modules and the NERC Operator Certification Exam. This role will actively team with a program mentor to gain a complete understanding of all aspects of electric transmission system operations. The System Control Operator in Training will be required to sign and adhere to the FERC Standards of Conduct" and confidentiality agreements related to FERC order 889. The typical workweek will comprise of both an eight hour day and twelve hour rotating day/night shifts. Training will also be required within our member company (customer) territories (Milwaukee, Madison, Green Bay, and the Upper Peninsula of Michigan).

SYSTEM CONTROL OPERATOR

Has the primary responsibility and authority for the real time operation of the American Transmission Company's (ATC) transmission facilities in accordance with Good Utility Practice and in compliance with standards, procedures and guidelines set forth by the North American Reliability Corporation (NERC), Federal Energy Regulatory Commission (FERC), the Regional Reliability Organizations (RRO), the Midcontinent ISO (MISO) and ATC.1 Ensure safe, reliable, and economic operation of the transmission system by monitoring and responding to system disturbances involving

substation and transmission equipment by taking real-time actions. Analyze SCADA inputs of system voltage, line loading, and system alarms, and take appropriate action. Identify transmission system weaknesses and suggest remedial actions. Provide proper response for system abnormalities. Communicate with regulatory and other agencies as required. Perform, analyze and interpret system studies (including contingency analysis and power flows) during system normal, emergency, and restoration conditions. Must be able to work with a minimum of supervision.

Usual workweek consists of a combination of 8- and 12-hour day and night shifts on rotating basis. Work generally performed in an indoor office environment.

SYSTEM OPERATIONS ANALYST/ENGINEER

The System Operations Engineer/Analyst provides a variety of technical engineering support services to the System Operation Center (SOC) to update, develop, and maintain the Energy Management System (EMS) along with other control center automation systems. Provides technical support to other SOC personnel and prepares issues and maintains associated documentation as required. This role conducts hardware and software engineering work associated with reliable and economic interconnected electric transmission system operations.

SYSTEM OPERATIONS TECHNICAL INSTRUCTOR

The System Operations Technical Instructor is responsible for the design, development, delivery and evaluation of initial and ongoing technical training to support the safe, stable and reliable operation of the transmission system under normal, emergency and system restoration conditions in accordance with Midcontinent ISO (MISO), North American Electric Reliability Corporation (NERC) and Regional Reliability Standards.

SYSTEM PROTECTION ENGINEER

The System Protection Engineer will be responsible for the development and implementation of system protection and control schemes as well as analyzing their performance to ensure reliable and secure operation of the ATC Electric Transmission System.

SYSTEM PROTECTION SPECIALIST

Responsible for independently providing expert technical support, direction and advice in analyzing, evaluating, managing data for and maintaining field systems, equipment and programs; independently identifies and resolves moderately complex problems working cross functionally within the organization and with external stakeholders; develops and recommends procedures and methods, and prepares technical reports and documentation; performs technical evaluations of events to determine root cause, recommends corrective action, and provides installation proposals. Provides technical expertise and guidance to others in the identification and resolution of moderately complex problems and may serve as a project leader for a technical program. Focus on transmission circuits and system interconnections, transmission substations, including such activities as testing and maintaining relay protective and control equipment and data, development of standards and specifications and management of material

systems, maintenance and technical supervision of design software systems, and maintenance and development of asset data systems and processes.

TEAM LEADER COMMISSIONING

The Team Leader for Commissioning is responsible for overseeing a team of Commissioning Engineers and contractors. This team supports the ATC capital construction program through the commissioning of new and modified electric facilities on ATC's electric transmission system. Additionally, this team supports Maintenance with PRC-005 testing and equipment repair/replacement as necessary. The Team Leader for Commissioning addresses resource loading, budgeting, and other issues to facilitate the Commissioning Group's success.

TEAM LEADER EMS

The EMS Team Leader provides technical leadership through training team members in the technology and tools of control center SCADA control systems and BES operational tools; assigning work to team members based on their individual skills and workload; working with the Manager and other Team Leaders to form a comprehensive EMS philosophy, ensure consistent and reliable applications of SCADA and control center applications philosophy. Major work tasks include, but are not limited to assigning work, designing control center EMS for ATC control centers to ensure safe, reliable, and economic system operation.

TD INTERCONNECTIONS MANAGER

Accountable for supervising the Planning department work group that performs analysis of the transmission system to evaluate distribution interconnection requests to maximize the utilization of the transmission system without degrading transmission system reliability. The DT Team Leader also facilitates Best Value Planning development in collaboration with the various Local Distribution Companies in order to develop the appropriate project for meeting the distribution customer needs. The goal is to make the optimum investment in the transmission and distribution systems to ultimately serve the electricity needs of end use customers.

MANAGER CUSTOMER RELATIONS & INTERCONNECTION SERVICES

Manages and leads the Customer Relations group. Responsible for supervising and overseeing the work of the Customer Relations team. The Manager will hire, train, coach and review the performance of staff.

This individual will champion an internal customer service environment, while facilitating the timely resolution of customer requests, issues, and concerns. This individual will be responsible for establishing, developing, and maintaining long-term business relationships, while becoming a recognized, valued partner by providing a level and quality of service that exceed expectations.

The Manager will play a key role in expediting internal cross functional implementations of customer service initiatives. This individual will lead as necessary, with implementing customer surveys, business practices, and the compiling of data, in order to establish

benchmarks and trends, which will provide insight and direction towards process improvement and customer satisfaction.

The Manager will also be responsible for engaging dialogue and developing relationships with all levels of ATC's customers' organizations. The Manager of Customer Relations will act as a liaison to ensure a timely response and resolution to all technical and business related issues.

TEAM LEADER METERING & CONTROL

The Metering and Control Team Leader provides technical leadership through training team members in the technology and tools of substation SCADA and control systems; assigning work to team members based on their individual skills and workload; working with the Manager and the other Team Leaders to form a comprehensive control philosophy, ensure consistent and reliable application of substation control philosophy. Performs project work associated with the installation of metering, control, and data acquisition equipment for the electric transmission lines and substations. Major work tasks include, but are not limited to assigning work, designing control and automation schemes for ATC substations to ensure safe, reliable, and economic system operation.

TEAM LEADER SUBSTATION SERVICES

The Team Leader Substation Services is part of the leadership team overseeing engineering staff involved in the creation and maintenance of substation standards, specifications, guides, ratings, estimates, and project closeout through the ATC Public Planning & Asset Delivery Process. The Team Leader has direct leadership responsibility for the engineering team, including internal and external resources, and is accountable for coordinating the team's responsibilities and workload related to engineering and construction standards and practices that create the framework for the project portfolio organization to perform project engineering and construction work. This role will also provide support to and coordination with E&C peer Team Leaders as necessary for the effective and efficient development and delivery of transmission assets within all project portfolios.

TEAM LEADER SYSTEM PROTECTION

Supervises the staff involved in the development and implementation of system protection and control schemes and the analysis of their performance to assure reliable and secure operation of the transmission system.

TEAM LEADER TRANSMISSION LINE SERVICES

The Team Leader, Transmission Line Services is part of the leadership team overseeing engineering staff involved in the life cycle management of ATC's transmission line facilities and other engineering needs for the company. Life cycle management includes creation and maintenance of transmission line standards, specifications, guides, ratings and estimates. Also, support of planning and asset renewal project scope development and support of operation and maintenance activities. The Team Leader has direct leadership responsibility for the engineering team, including internal and external resources, and is accountable for coordinating the

team's responsibilities and workload related to engineering and construction standards and practices that create the framework for the project portfolio organization to perform project engineering and construction work. The Team Leader is responsible for all aspects of transmission line design and incorporation and application of new technologies.

TEAM LEADER ZONE PLANNING

The Team Leader – Reliability Group's role is to support the Manager - Reliability Group by leading and supervising ATC's zone planning process. The team leader will supervise about six transmission planning engineers. The team leader will work with the manager to coordinate individual contributor support for all of the Reliability Group responsibilities.

MANAGER, RELIABILITY GROUP

The Manager, Reliability Group manages the network transmission planning process for the American Transmission Company (ATC) footprint producing assessments and projects that support system reliability. This position manages the work load and performance of one of the System Planning department's work groups. Performance evaluation includes the percentage of network projects developed to proposed status by due dates, the delivery of the annual 10-year assessment according to schedule, and compliance with applicable FERC, NERC and regional requirements.

ENGINEERING SPECIALIST, SERVICES – SUBSTATION/TLINE

The Engineering Specialist is responsible for working with American Transmission Company (ATC) engineers in the preparation and documentation of ATC engineering design standards. The Engineering Specialist is also responsible for the management of this information on the internal and external ATC Standards web sites, miscellaneous ROW/property management functions, DOT Coordination, pole attachment requests, and encroachment request reviews.

OPERATIONS COMPLIANCE PROJECT MANAGER

The Operations Compliance Project Manager is responsible for creating and managing System Operations reliability standards compliance framework, including: developing, reviewing and archiving compliance documentation; managing and coordinating compliance activities and coordinating and tracking industry developments impacting the System Operations department. Assists operations staff in developing and documenting procedures and processes necessary to illustrate compliance and facilitate continuing process and performance improvement. Represent the company on various regional and national committees and at various forums to promote transmission reliability, policy and company interests. Assist in tracking, calculating and reporting departmental metrics. Serve as a project manager for other special projects that may arise impacting the System Operations department.

TRANSMISSION RELIABILITY ADMINISTRATOR

This position works to ensure the transmission system is operated in a safe, reliable manner consistent with recognized utility practices; ensuring the quality of service to

ATC transmission customers. This is done by being aware of the day to day, as well as longer term, planned system outages for maintenance and construction and identifying conditions where corrective or improving actions are warranted. The position must be able to use Energy Management System (EMS) programs to assist and advise System Operators in options and actions to increase the operating reliability margin of the interconnected electrical grid.

GENERAL ACCOUNTANT

This position is an integral part of the General Accounting function within the Finance department. Responsibilities are rotated within the team and may include any of the following:

- Monthly Closing process for all companies
- Accounts Receivable for network revenue, government, project and other misc. billings
- Local Distribution Company (LDC) Billing Process & Reporting
- Payroll & Benefits Accounting
- Cash Application / Bank Reconciliations
- Accounts Payable (*Backup*) / Auditing / Reporting / 1099's
- Corporate Credit Card / Concur Expense Reporting (*Backup*)
- Corporate & Accounting Budgets / Forecasts
- Financial Systems
- Audit & Tax Support
- FERC / PSCW Regulatory Reporting
- Miscellaneous Projects

TRANSMISSION PLANNING ENGINEER, INTERCONNECTIONS & SPECIAL STUDIES GROUP

The Transmission Planning Engineer, Interconnections & Special studies group models and analyzes the transmission interconnections to new generation and to new distribution loads for the American Transmission Company (ATC). This is an individual contributor position that may require mentoring and leadership of intra-group or cross-functional teams.

This position will be evaluated on the percentage of network projects developed to proposed status by due dates, for MISO managed new Generation interconnections and new Distribution Loads while maintaining compliance with MISO and applicable FERC, NERC and regional requirements. Assist in Special Technical Studies as assigned that include HVDC, SPS systems and other technical studies that may arise.