



Job Posting #:	31FB06232025	Posting Type:	External
Job Title:	Distribution Dispatcher I	Grade/Classification:	102/Non-Exempt
Department:	System Operations / Operational Support Services	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Distribution Dispatcher I manages distribution dispatching and grid monitoring by analyzing and troubleshooting outages, coordinating workers for routine maintenance and emergency repairs, while providing safe, reliable, and affordable electric service in compliance with the Cooperative guidelines.

ROLE AND RESPONSIBILITIES

- Communicate with employees of other departments, external stakeholders, and REC members concerning electrical problems, outages, and other related questions.
- Monitor the REC electric system, using all available tools and applications such as but not limited to: SCADA, AMI, OMS, GIS, and NISC.
- Efficiently dispatches crews, including contractors and mutual aid, while utilizing AVL for outages, routine maintenance, and member service work.
- Maintain logs of critical events, including momentary outages, substation entries, one-man bucket work, SCADA alarms, and member complaints.
- Provide necessary information requested from field crews and other departments.
- Communicate with underground cable locaters concerning underground cable damages and other questions relating to the marking of REC underground facilities.
- Assist in the training of OMS and WebCall Entry for those employees in the Fredericksburg office as well as in Bowling Green, Culpeper and Blue Ridge offices.
- Assist in storm restoration efforts in the affected region.
- Communicate via telephone, REC radio system, and other means for essential duties.
- Perform other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma required OR GED (General Equivalency Diploma) required. Experience in electric utility operations is preferred. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word, Teams and PowerPoint as required by job responsibilities.

General knowledge of electric distribution operations. Must have basic skills required in dispatching of crews and communicating with the public, and basic knowledge of general office procedures, record keeping, and the use of business machines.

Must be able to maintain composure while handling multiple tasks in a stressful environment. Must have the ability to adapt to constant change. Must be able to handle and transmit information over the phone and two-way radio.

Must have considerable skills in effectively dealing with a variety of people under difficult circumstances. Must have good telephone skills and must project a good image.

Must be able to communicate with and develop good working relationships with fellow employees. Must be willing to participate in SCADA (Supervisory Control and Data Acquisition) training and other training related to operational functions. Must also be willing to take courses to enhance operational knowledge including System Operations Certification course.

Perform other duties as assigned.

Usual office conditions. 40 hours weekly with shift work involved. Weekend, holidays and after hour shifts may require working alone. Daily schedules may be varied, and some overtime is required. Must be available upon request for backup and emergency situations.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID# 31FB06232025

Deadline: Monday, July 7th @ 5:00 PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.