

Tacoma Power Transmission & Distribution

New Employee Orientation

How T&D fits in the bigger picture

- City of Tacoma
 - General Government
 - Tacoma Public Utilities
 - **Power**
 - **T&D**
 - **Generation**
 - **Power Management**
 - **Energy Services**
 - **Click! Network**
 - Water
 - Rail
 - Customer Service
 - Administrative Services
 - Human Resources
 - Finance
 - Business Information Systems

Tacoma Power

- For more than 100 years, Tacoma Power has provided its customers with high quality, competitively priced electricity service.
- Today, Tacoma Power is building on its foundation of leadership, innovation, financial strength, and consumer loyalty to remain successful in ever-changing utility environments

Tacoma Power Mission

- Tacoma Power is an innovative, citizen-owned electric utility that generates, transmits and distributes electricity and provides energy and telecommunication services in an increasingly competitive marketplace.

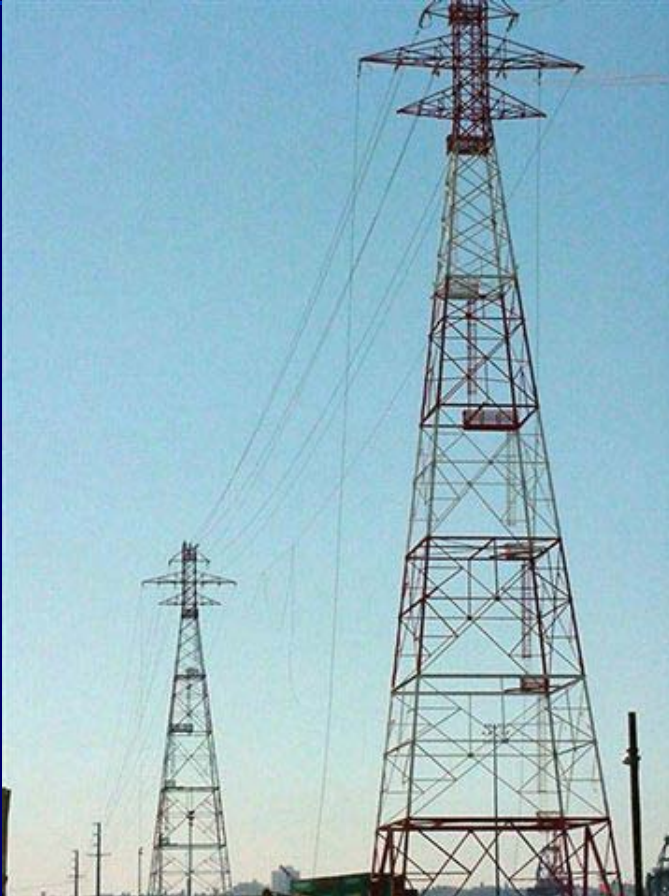
Tacoma Power Mission

- We are committed to provide high-value, competitively priced products and services to our customers through the quality of our employees, and the responsiveness that results from local ownership.
- We will continue to serve our customers in Tacoma and neighboring communities and serve new markets to benefit both existing and new customers.

Transmission & Distribution

- T&D plans, designs, constructs, operates and maintains the transmission and distribution systems including:
 - substations
 - the underground network system
 - overhead transmission and distribution systems
 - supervisory control and data acquisition system (SCADA)
 - revenue metering facilities
 - communication systems
 - Fleet
 - Telecom Network Construction & Engineering

What is Transmission & Distribution



- Transmission lines bring electricity from power generation plants to substations where the voltage is decreased





What is Transmission & Distribution

- Overhead or underground distribution lines from substations feed power to industry, commercial businesses and residences



What is Transmission & Distribution

- There are about 422 employees working in the T&D Section of Tacoma Power



Tacoma's Transmission & Distribution System

■ Transmission

- 2,320 miles of transmission and distribution lines, (1,607 miles overhead; 713 underground)

■ 99 Substations

- 47 distribution substations
- 14 industrial substations
- 8 transmission/switching substations
- 7 generation substations
- Transmission service to 23 substations owned by other utilities

■ Communication Lines

- 1,200 miles of communication (phone) lines

Power T&D

- Dave Ward, Manager
- T&D Mission
 - *Reliable and safe delivery of electricity and electrical services.*

T&D Sections/Managers

- Construction & Maintenance
Tony Psaris
- Planning
(Steve Roberts – Interim)
- Engineering
Chang Choi
- T&D Business Services
Gordon Caudill
- T&D Electrical Services
Marcie Hedman

T&D/Construction & Maintenance

- **Line**
 - Getting power from its source to where it's needed
 - Overhead and underground power lines
- **Substations**
 - Substations - transmission & distribution
 - Downtown underground power network
- **Communications Shop (moving to Smart Grid)**
 - Phone systems in Tacoma Power
 - Vehicle radios & equipment
- **Telecom Operations (Previously Click!)**
 - Network Construction
 - Telecom Engineering

T&D/Electrical Services

- Standards & Materials
- Electrical Inspection
- New Services Engineering
- Meter & Relay
- Line Services
 - Trouble Crews
 - Service Crews

T&D/Engineering

- Includes approximately 50 employees responsible for a wide range of challenging engineering activities including
 - Design the construction of and procure equipment for substations
 - Develop plans for installing overhead and underground distribution and transmission lines, telecommunication networks and the supervisory control and data acquisition system (SCADA)

T&D/Planning & Operations

- Perform system planning and analysis to assure the system will meet customer needs, regional and federal regulations
- Administer contracts for use of Tacoma Power's system and properties
- Develop and maintain related computer applications for reliable operation of the power system

T&D Business Services

- Supplies, tools, and equipment for crews
- Fleet maintenance and administration
- Administrative/clerical support
- Track, schedule, coordinate and monitor training & apprenticeship programs
- Employee Resources/HR
- PC Support

T&D Facilities

- Administration Building North
- Administration Building South (ours)
- Energy Control Center (ECC)
- Warehouses
- Shops Building (Welding & Painting)
- Southwest Training Center
- South Service Center (Loveland)

New Employee Orientations

- General City
 - City programs & services overview
 - Provides policy and benefits information
 - Benefits enrollment processed

- TPU
 - Provides TPU organizational information
 - Divisions/functions & staff

- T&D
 - T&D specific

- Worksite specific
 - Safety checklist
 - Specific information relevant to your job

Formal feedback mechanisms

- Probationary process/status
 - Formal evaluations at regular intervals during the 9 month probationary period
- Trainees/Apprenticeship programs
 - Formalized process – progress in classroom work and on-the-job training required to continue. Specific requirements for skilled craft positions.
- EDR – Annual Employee Development Review

EDR/Employee Development Review

- Annual feedback/evaluation process within T&D
- Requirements are tailored specifically to each position
- Each employee has an individual training plan
- T&D is committed to the ongoing training, development and growth of our employees

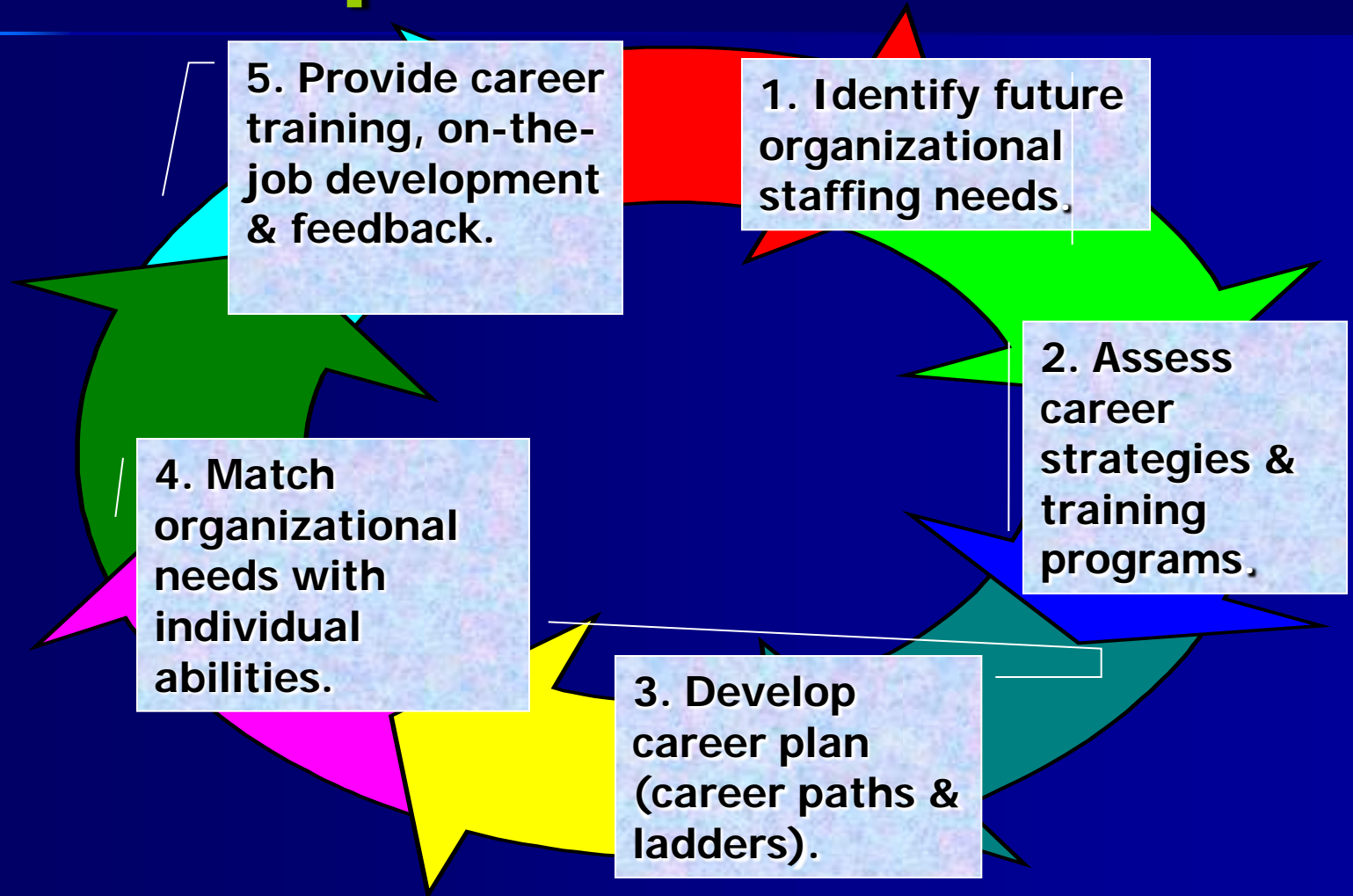
Employee Development

- The Employee Development Review process incorporates:
 - Employee Development
 - Organizational Development

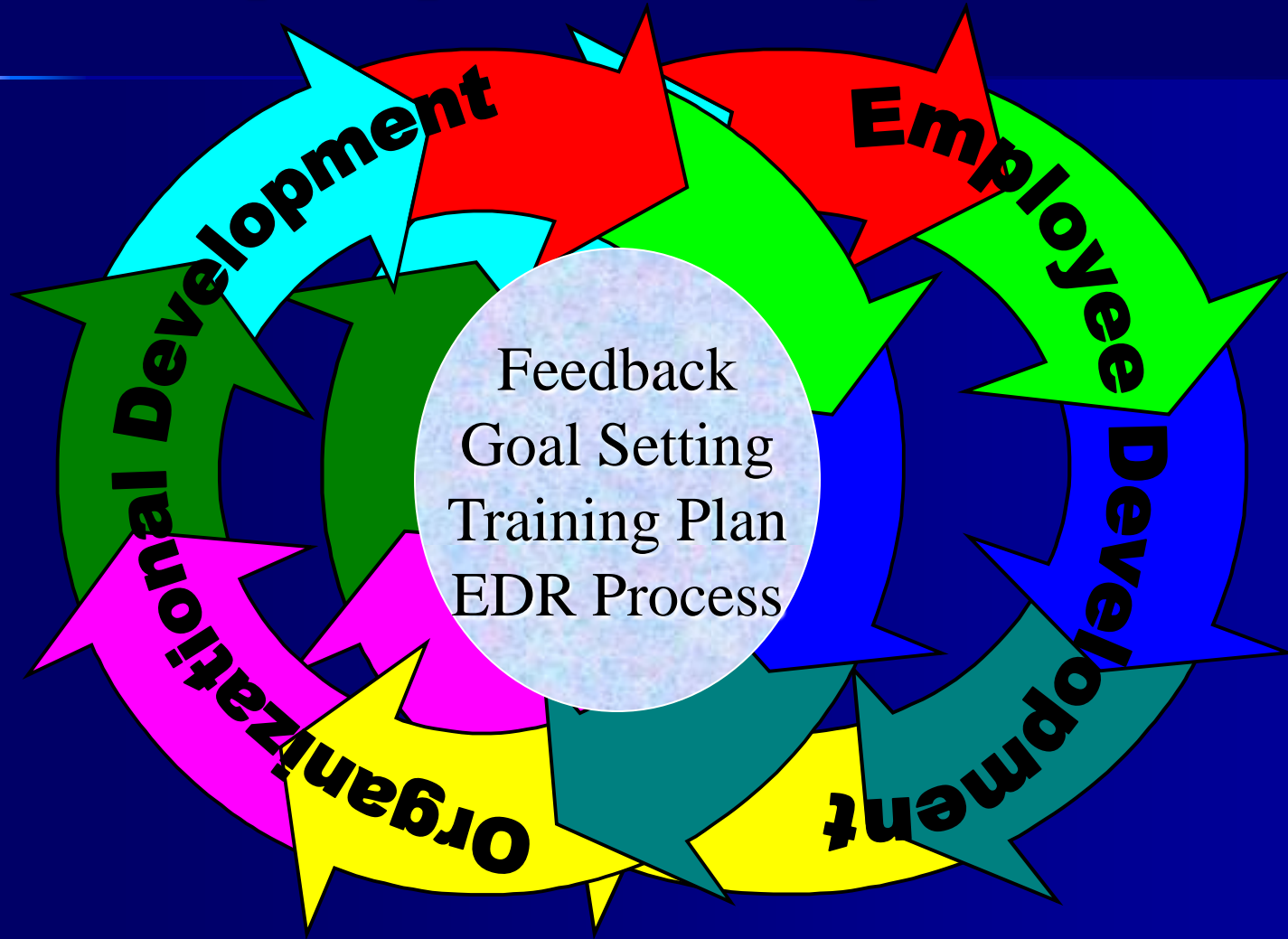
Employee Development



Organizational Development



Employment Cycle



Employee Resources

- There are various sources of information and support for you as an employee
 - Supervisor/Manager
 - Union representative/shop steward
 - Policies & Procedures
 - Intranet/CityWeb
 - Newsletters – Newslines, Utilibits, Between the Lines
 - TPU Human Resources Office
 - EAP (Employee Assistance Program)

Employee Responsibilities

Public Utility

- We have a responsibility to our citizens and the Public Utility Board to be good stewards of the equipment, assets and materials that are made available for us to do our jobs
- Each contact with the public is an opportunity to make a good impression or a bad impression depending on the way we are conducting ourselves

T&D Core Values

- Be Safe
- Communicate
- Be Accountable
- Be Respectful
- Act with Integrity
- Act Professionally

Policy & Procedure Review

- PMP 110 Job Attendance
- PMP 120 FMLA
- PMP 166 Random Drug Testing
- PMP185 Internet and Electronic Communications Policy

Policy & Procedure Review

- Staff Procedure T&D 46
On-The-Job Injury
- Staff Procedure T&D 21
Unscheduled Absences