

**Job Title:** Engineering, Administrator, CONVEX Training  
**Company:** Apollo Professionals

Responsible for the development/maintenance of CONVEX Procedures, Policies, Instructions and Guidelines required for the safe and reliable operation of the CONVEX Transmission System and development and implementation of CONVEX Training Programs.

**Primary Duties:**

- (1) Plans, develops, schedules and presents performance based initial and refresher training programs for CONVEX System Operations Supervisors and Transmission Coordinators using a Systematic Approach to Training (SAT) Process.
- (2) Coordinates with ISO-NE, member companies and neighboring systems in the preparation of instructions for operation of interconnecting facilities.
- (3) Reviews revisions to NERC, NPCC, NEPOOL and ISO-NE requirements to determine required changes to System Operations Supervisor training program materials and CONVEX Operating Instructions.
- (4) Monitors new installations and upgrades of transmission system facilities, coordinating the development/revision of CONVEX Operating Instructions.
- (5) Performs event investigation, root cause analysis, development, and revisions of special operating procedures/instructions. Assists in the preparation of special reports related to system disturbances or unusual system conditions.
- (6) Serves in the CONVEX Operational Support Center during significant transmission events, assisting in system restoration.
- (7) Comprehensive and effect training of CONVEX System Operations Supervisors and field personnel.
- (8) Correct, comprehensive and uniform instructions and procedures applicable to the operation of CONVEX transmission and generation facilities consistent with NERC, NPCC, NEPOOL and ISO-NE Procedures, Policies, Criteria, Rules and Standards, etc.

**Job Title:** Engineering, Administrator, CONVEX Training  
**Company:** Apollo Professionals

**Minimum requirements:**

- AS degree in Electrical Engineering Technology
  - Eight years of Transmission Control Center
  - Familiarity with AREVA EMS 2.5 DTS (Simulator Software) or similar simulator systems
  - NERC Transmission Operator Certification (Mandatory)
- 

All interested and qualified candidates should send their complete resume to:

Kenneth Dunne, Recruiter/Account Manager  
Apollo Professional Solutions, Inc.  
29 Stiles Road, Suite 302  
Salem, NH 03079  
Fax #: 603-890-6668  
E-mail Address: [KDunne@apoolpros.com](mailto:KDunne@apoolpros.com)  
Website: [www.apollopros.com](http://www.apollopros.com)