

Substation Supervisor

DEPT: Power
DIV: Meter/Substation
DATE: July 2016

FLSA: Non-Exempt
EEOC: Skilled Craft



POSITION SUMMARY

Performs a variety of **first-line supervisory, journey level, technical and skilled duties** as needed to maintain substation electrical systems.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Planning/Engineering Manager.

SUPERVISION EXERCISED

Provides close to general supervision to Substation Technician(s).

ESSENTIAL FUNCTIONS

Coordinates daily work schedules with department head; receives project priorities and deadlines; identifies project resources including materials, equipment, personnel; monitors work in progress to assure quality, safety and timely completion; maintains records; prepares and submits reports; makes recommendations as required.

Participates in system construction and maintenance planning processes; identifies issues and problems from field observations, makes recommendations; conducts general technical analysis of metering and instrumentation operations as needed to anticipate and prevent line problems; makes recommendations for specifications on new construction and circuit enhancements.

Monitors employee performance; makes recommendations related to job retention, discipline and advancement; assists in the development of in-house training programs; conducts training in various aspects of safety and power system construction and maintenance.

Performs substation construction and maintenance; orders construction materials and equipment; prepares specifications; coordinates work efforts with line crews, engineers and contractors; monitors substation electrical systems; conducts weekly walk through and maintains record of system readings and determines need for equipment maintenance and service; records analog meter readings and observations in computer program; provides training to other employees on equipment.

Monitors condition of electrical substations; monitors transformer temperatures; installs, tests and maintains electrical equipment; inspects transformers, reclosures, regulators, oil levels, nitrogen pressures, control buildings, circuit switchers, switch gear, structures, etc.; assists to maintain substations, takes annual oil samples; inspects grounds, fences, signage.

Performs substation programming and general electrical engineering; programs and sets up new breakers, tap changers, transformers, meters, switchers, pole mount reclosures; etc.; utilizes specialized software for setting specifications for various breakers and tap changers controls.

Implements maintenance schedules and operations procedures; determines work activities related to ongoing preventative maintenance and emergency repair; utilizes emergency response procedures; inspect, clean and maintain substation emergency battery backup systems; performs regular battery checks to monitor water levels.

Installs and maintains SCADA system; maintains hardware and software; makes programming adjustments and set ups; trouble shoots remote terminal units (RTU's); coordinates with regulatory agencies to secure FCC license for setting up and maintaining remote transmitters for self-contained communications.

Responds to emergency calls on a 24-hours basis.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus four (4) years of specialized training provided through vocational college or professionally sponsored certificate programs;

AND

- B. Six (6) years of experience performing above and related duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of practices and procedures essential to maintain a work environment safe for worker and the public; power distribution processes; substation maintenance and construction; electrical system components; safety standards and regulations; personal computer programs and related hardware; SCADA software and system installation process; general electrical engineering practices; electrical codes and standards. **Some knowledge of** general electrical system operations; mechanical equipment; legal environment associated with power utility projects, construction and maintenance; modern methods, principles and practices of power transmission and distribution; operation of meters, gauges and instruments associated with electricity and electric power distribution; metering equipment maintenance.

Skill in the use of hand held electrical tools, volt meter, amp meter, breaker testing equipment, mechanical tools, laptop computer, bucket truck, backhoe, line truck, fork lift, time travel tester, micro ohm meter, hi-pot tester, resistance tester.

Ability to read and comprehend manuals, blue prints, wiring diagrams, instructions, etc.; keep operating records and prepare reports; perform general mathematical calculations, i.e. percentages, etc.; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be a journeyman electrician.

Must be CPR certified.

Must be willing to accept on-call assignments.

4. Work Environment:

Incumbents of the position perform normally in an outdoor, physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Common and complex eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to high voltage power system.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)