

Substation Technician Apprentice

DEPT: Power	FLSA: Non-Exempt
DIV: Planner/Engineering	EEOC: Skilled Craft
DATE: July 2016	



POSITION SUMMARY

Perform a variety of **entry level technician responsibilities** in installation, testing, maintenance, and repairs of electrical systems, substations and various other electrical facilities. Attend a four year substation apprenticeship course and work directly with a substation journeyman to become a Journeyman Sub. Tech.

ESSENTIAL FUNCTION

Performs all duties of the Substation Apprentice; installs, maintains, and repairs electrical substations; inspects, operates, and maintains mechanical and electrical parts in the circuit breakers, voltage regulators, control panels, and transformers; tests, adds, and/or filters oil for a variety of power distribution equipment; maintains substation controls and alarms; performs wiring; inspects substation and battery installations and makes needed repairs; maintains accurate record of power distribution activities, including equipment performance trends; installs, maintains, and troubleshoots the SCADA system; operates, maintains, and tests protective relaying systems and diagnosing performance issues; operates, maintains, and wire switch gear equipment for power transfers; participates in substation switching procedures during planned and unplanned outages; responds to requests from other City departments on basic electrical system work, including semaphores, school crossings, deep well pumps, and so forth.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; or equivalent.
- B. Previous electrical experience may receive preference.
- C. Those with substation or power system experience may receive preference.

2. Knowledge, Skills, and Abilities:

General knowledge of electrical theory and application including operations, functions, and terminology; electrical installation, maintenance, and repair techniques; functions and operation of meters, gauges, and instruments associated with electricity and electric power generation and distribution; electrical laws and formulas; mathematics including algebra and trigonometry; related laws, codes, rules and regulations, policies and procedures governing functions of the position; departmental budgeting techniques.

General Skill in the use of electrical repair and equipment; mechanical and motor vehicles, man lifts, hand tools, power tools, ladders, line truck, bucket truck, specialized power systems testing equipment, and computers.

Ability to analyze and identify complex problems and effectively resolve operational problems; work effectively on individual or team projects; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both orally and in writing; develop and maintain effective working relationships with the public, coworkers, subordinates and superiors.

3. Special Qualifications:

- A. This position is subject to Lehi City residency requirements and is required to reside within a 20-minute response time of the City Administrative Offices as determined by the City's G.I.S. calculations.
- B. Employees of this class may be subject to on-call status.
- C. Current driver's license; CDL License preferred

D. CPR Certification preferred.

4. Work Environment:

Sufficient physical strength, agility, and eyesight to perform the work which includes working at considerable heights, lifting mechanical and power tools, lifting 50-75 lbs., driving vehicles, climbing ladders, pulling long runs of wire up to 100 feet, carrying, bending, stooping, and walking over varied or rough terrain. Exposure to adverse weather conditions, electrical solvents, oils and compounds, hazardous environments, heavy traffic, confined areas, electrical systems rated 120 volts to 138,000 volts, energized electrical equipment, and to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.

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)