

Public Works Commission
Of the City of Fayetteville, North Carolina 28302

Position Classification Plan
Job Description

TITLE: SR ELECTRIC SUBSTATION TECHNICIAN	GRADE: 408
TITLE ABBREVIATION: SR ELEC SUBSTATION TECH	EEO CODE: 7 CODE: E8203
FLSA CODE: HR REVIEWED DIR HUMAN RESOURCES:	DATE:
DIVISION: ELECTRIC SYSTEMS	DEPARTMENT: ELECTRIC SUPPPORT SERVICES
SUPVR'S TITLE: SUBSTA FIELD SUPVR APPRVD CEO/GM:	DATE:

SUMMARY OF RESPONSIBILITIES: This class is responsible for lead work in the installation/repair/maintenance of electrical substation equipment/controls. Responsibilities include, but are not limited to, substation protection/control systems; transformer/regulators/load tap changers/circuit breakers/DCC power systems; installing primary/secondary electric control circuits/cables/conduit systems; inspecting relays/reclosers; troubleshooting wiring/relay/fiber connection problems; installing transformers/regulators/ circuit breakers/battery bankschargers/heating/air-conditioning equipment; performing maintenance on transformers/ regulators/circuit breakers/transformer load tap changers/automatic circuit interrupters/other station equipment; performing periodic electrical/mechanical/chemical tests on substation equipment; observing switchboard instruments to detect indications of line disturbances such as grounded/shorted/open circuits; operating controls to open/close circuit breakers, and switches to interrupt/complete the electrical circuit on distribution/transmission feeders prior to performance of maintenance/constructive activities; working with energized electrical systems in confined spaces; restoring service during unscheduled interruptions; inspecting substations/capacitors, and related equipment to detect defects; repairing minor problems on the spot; repairing/troubleshooting failed or non-operational equipment on a 24 hour basis; recording temperature of transformers at specified intervals; testing substation ground grids for continuity (high current) at grid connections and at equipment. Operates under supervision of the Substation Field Supervisor, in accordance with established policies and procedures. Extended hours, and on-call availability are required. Performs related work as required.

ESSENTIAL FUNCTIONS:

1. Adheres to safety rules; operates and maintains assigned equipment safely/efficiently; no lost time accidents occur;
2. Responds to customer's (internal and/or external) concerns and complaints in a professional/timely manner; refers concerns/complaints to supervisor, when appropriate; maintains composure at all times;
3. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to supervisor;
4. Maintains 98%, or greater, attendance percentage average for four (4) quarters of performance review period;
5. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
6. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
7. Assumes responsibility for managing personal time/schedules/deadlines; advises supervisor of any conflict which may inhibit departmental/unit/section obligations; observes established rules/policies;
8. Communicates ideas/information for improving production/procedures/cost control;

SR ELECTRIC SUBSTATION TECHNICIAN: continued

9. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/crew/section/department;
10. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.

EQUIPMENT OPERATED: Landscaping/painting/grounding, and substation testing equipment, hand/power tools, boom truck, and other equipment as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of safety rules, regulations, and procedures; good knowledge of the methods/procedures/materials/tools, and equipment used in the trades; good knowledge of electrical theory/laws/rules/standards as applied to electrical construction, maintenance/transformers/switches, etc; skill in reading/interpreting blue prints, schematics/sketches; ability to communicate effectively orally and in writing; ability to supervise the work of others; ability to work in confined spaces; ability to perform a variety of heavy manual tasks under varying weather conditions; ability to maintain effective working relationships with all levels of employees.

MINIMUM QUALIFICATIONS: (either)

- (A) Graduation from an accredited two (2) year community/technical college with a degree/certification in electrical technology/industrial operations or related field **and a minimum** of four (4) years experience in installation/modification/maintenance of electrical substations that included lead worker responsibilities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **and a minimum** of six (6) years of experience, which includes three (3) years experience as a Substation Technician, as defined in (A) above; **OR**
- (C) An equivalent combination of education, training, and experience as defined (A) and (B) above

SPECIAL REQUIREMENTS: Functional Employment Test (FET) required. Must possess/maintain a valid North Carolina Class A Commercial Driver's License (CDL) at time of employment into the position.

PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the position.

SAFETY HAZARDS: Inclement weather, hot/cold weather, storms, loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, oils, confined spaces, and other hazards associated with electrical work.

PROTECTIVE EQUIPMENT: As required in the Public Works Commission's Safety Manual.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.