

MAJOR FUNCTION

This is highly responsible administrative, technical, and supervisory work in planning and directing the activities of all crews engaged in the maintenance and construction of the substation and network systems of the City's electric utility system. Work is performed under the administrative direction of the Engineering/Operations Manager – Transmission & Substations. Work is reviewed through inspections, reports and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules and supervises all operational and maintenance activities in the substation area, including budgeting, upgrades, and bid preparation. Coordinates and consults with superiors and other affected departments on work assignments to ensure seamless interfacing. Keeps detailed drawings and records, as required. Supervises and documents required activities for compliance with the regulatory standards of both the SERC Reliability Corporation (SERC) and the North America Electric Reliability Council (NERC). Documents and tests equipment and systems, including but not limited to the following: substation switchgears, underground feeder cables and potheads, down-town network system equipment and cables, 115kv and 230kv circuit breakers and substation and power plant power transformers lightning arrestors, Combination Current-Voltage Transformer (CCVT), Potential Transformer (PT), Current Transformer (CT) and metering equipment. Ensures the maintenance and security of all substations and ancillary resources such as fencing, control buildings, related structures, grounding systems, manhole/duct bank systems, tie-ins for mobile substation(s) and the Utility Operations facility. Directs and supervises the operation and maintenance activities related to the operation and maintenance of the underground network and street lighting system. Provides supervision and technical assistance to work crews in the field. Writes switching orders and confers with other Electric & Gas Utility supervisors on load conditions of transmission and distribution circuits, or when equipment requires emergency switching due to overload or equipment failure. Oversees the performance of repairs on high voltage cable of network, distribution, and series street lighting system. Trains subordinate employees; enforces safety precautions for the crews and the public. Recommends the hire, promotion, transfer, grievance adjustment, discipline and dismissal of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit and step increases. Performs other duties as required.

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Other Important Duties

Completes special projects as assigned. Performs other duties as required.

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DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of and familiarity with the practices, methods, equipment and tools used in power substation and underground network construction, operation, maintenance and repair. Ability to assign work and supervise subordinate employees. Thorough knowledge of the City's power system, electric substation apparatus and devices. Working knowledge of relay protective schemes. Ability to instruct subordinate employees in the use of tools and the occupational hazards of the work. Ability to control emergency situations during storms or other adverse conditions. Ability to keep records and prepare reports as required. Ability to plan, budget and manage multiple projects. Ability to use a microcomputer and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelors degree in electrical or mechanical engineering and three years of technical experience that includes the construction, inspection, operation, maintenance and repair of power substations and network systems; or possession of a two-year electrical engineering technology degree and five years of experience that includes the construction, inspection, operation, maintenance and repair of power substations and network systems at the journey level or above; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a valid class E State driver's license.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Individuals in this classification are subject to being deployed for mutual aid assignments out of town. These mutual aid assignments will require travel, extended workdays and working 16 hours per day during deployment.

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