

MAJOR FUNCTION

This is highly skilled work supervising and participating in the construction, maintenance and repair of the City's substations and network systems. Work assignments are received in the form of written work orders or oral instructions. Work is performed under the general supervision of the Supervisor-Substation Operations. Work is reviewed and processed on completion for adherence to standards and objectives.

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

Studies drawings, specifications and work orders to effectively lay out work for the crew; supervises and performs installation work of conduit, transformer vaults, transformer or circuit breaker pads and foundations, installations and maintenance of underground lines, substations, submersible and pad mounted distribution transformers, power transformers, circuit breakers and under ground service. Checks and takes instrument readings in power transformers, circuit breakers, voltage regulators, protection relays, etc. Tests, repairs and adjusts components of substation and network equipment. Tests, repairs and adjusts components of substation and network equipment. Inspects new and existing equipment for determining condition and proper functioning. Performs substation circuit breaker switching to transfer loads as required during emergencies and routine maintenance work on the system. Determines the degree of equipment damages and cause of power failure, pursues emergency repairs and assists or initiates load restoration. Installs and applies high voltage power cables. Insures that safety precautions for the crew and public are enforced. Attends safety meetings, instructs new employees on underground line construction, operation and maintenance. Performs maintenance and repair on trucks, trenchers, and backhoes. Handles public relations problems. Inspects materials, tools and supplies. Attends meetings, handles requisitions. Recommends hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of step increases. Performs related work as required.

Other Important Duties

Performs routine administrative and clerical functions. Acts on behalf of supervisor in his absence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of electric power construction and maintenance. Considerable knowledge of the operation of trucks, winches, derricks and other equipment and tools used in the lineman's trade and construction, operation and maintenance of substations. Considerable knowledge of electric theory as applied to distribution and transmission systems, especially in circuit breakers, transformers, voltage regulators, network protectors and underground cables. Knowledge of safety principles and practices. Ability to instruct substation electricians and others in practices, methods and tools of the trade, and to plan and supervise the work of others. Ability to keep time and material records. Ability to work from sketches, blueprints and oral instructions.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes the construction, inspection, operation, maintenance and repair of power substations and network systems at the journeyman level; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a class "A" State Commercial Driver's License (CDL) at the time of appointment, or must have passed the appropriate written CDL test and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Revised: 12-28-82
02-15-90
02-24-92
05-05-04*