



JOB DESCRIPTION

<u>POSITION:</u>	SUBSTATION TECHNICIAN
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Non-Exempt Represented Position
<u>WORK WEEK:</u>	Monday - Friday, 8:00 a.m. - 4:30 p.m.
<u>SUPERVISOR:</u>	Operations Superintendent
<u>RATE OF PAY:</u>	\$37.51 per hour (5/1/2009-4/30/2010) \$38.64 per hour (5/1/2010-4/30/2011)

PURPOSE: Perform installation, inspection, testing, maintenance and repair of electric and substation equipment in a manner that ensures economical use of vehicles, materials and equipment to facilitate accomplishment of the District's mission.

ESSENTIAL JOB FUNCTIONS:

- Perform installation, inspection, testing, maintenance and repair of substation relaying, controls, transformers, regulators, breakers, switches and other electrical equipment.
- Perform testing and repair of electrical test equipment and other apparatus as required.
- Locate underground cable faults.
- Assist with installation, maintenance and repair water or sewer system controls or wiring as needed.
- Perform substation switching as related to job functions.
- Responsible for use, care and security of tools, vehicles, equipment and materials utilized.
- Meet and work with the public effectively and courteously.
- Use computer for related programs.
- Perform work with a high level of accuracy and professionalism.
- Must have the ability to work as a member of a team.

ADDITIONAL JOB FUNCTIONS:

- Perform oil testing and oil reclamation.
- Install and maintain electrical apparatus on District facilities as directed.
- Complete paperwork and record keeping associated with job functions in a neat and timely manner.
- Train other personnel in job-related operations.
- Operate equipment such as line trucks, aerial lift trucks and pulling equipment as needed.
- Perform hazardous waste spill control and cleanup.
- Install voltage, current and disturbance recorders on customers' or District equipment.
- Attend safety, planning and training meetings.

ADDITIONAL JOB FUNCTIONS (continued):

- Monitor, report and stock inventory as related to Substation Department.
- Direct and inspect electrical contractors when working in District substations.
- Analyze new equipment or systems for applicability to District operations.
- Assist metering personnel as needed.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must have thorough technical knowledge of substation metering, relaying, work practices, materials and equipment.
- Must have the knowledge and skills to perform live line maintenance on all District-supplied voltages.
- Must have a thorough knowledge of applicable accident prevention rules and regulations.
- Must be familiar with and comply with OSHA 1910.269 and WAC 296-45.
- Must have the ability to train others in necessary job skills.
- Must have the ability to work from maps, blueprints, specifications and sketches and comprehend and carry out work instructions.
- Must have the ability to communicate clear and concise verbal instructions and information to coworkers, customers and others.
- Must be familiar with and have the ability to use test equipment for the electric system operations.
- Must have the ability to read and understand equipment manuals and wiring diagrams and make equipment repairs.
- Must have the ability to learn and use related personal computer applications.
- Must have the knowledge and ability to use the required tools of the trade.
- Must have the ability to operate equipment efficiently to facilitate completion of work.
- Must have the ability to judge appropriate stock levels.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have math, reading and writing skills as related to job functions.
- Must have a working knowledge of PCB and used oil regulations.
- Demonstrated high level of cooperation within the work group and with other departments required.
- Demonstrated positive attitude, good work ethic and promptness in work arrival and in accomplishing all tasks.
- Ability to remain calm under pressure and to be courteous at all times.
- Develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.

Experience and Training:

- Must have successfully completed a Substation Technician, Wireman apprenticeship or District-approved equivalent.
- Must have a high school diploma or equivalent.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have, or obtain within six months of employment, a valid Washington State-approved Industrial First Aid card and Washington State Flagging and Traffic Control card.
- Must have, or obtain within six months of employment, a valid Washington State driver's license with Commercial Class A and air brake endorsements. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.
- Must have a safe driving record.
- Must work emergency and prearranged overtime.
- Must wear and utilize personal protective equipment as required.
- Must live within the established residency boundaries.

WORKING CONDITIONS:

- The job functions will be performed in indoor and outdoor environments, subject to adverse weather conditions and noise.
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- The job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- Job functions will require work on ladders, structures and equipment.
- The job functions require work on energized high voltage conductors and equipment utilizing District-approved live line and safety procedures.
- The job functions require work with energized conductors and equipment up to 115,000 volts.
- The job functions will require work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 100 pounds. Materials, equipment, etc. will be lifted to and from trucks, equipment, warehouse shelves and the ground.
- The work requires the ability to climb ladders and structures; to climb on, off and around trucks and other equipment and to work in elevated positions up to 75 feet.
- The work requires the ability to operate tools, equipment, vehicles and machinery.
- The work requires the ability to perform detailed work on equipment, to work in limited light and to differentiate among colors.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, kneeling, climbing, pulling, bending, lifting and carrying and standing for extended periods.
- The work requires physical strength and agility necessary to perform heavy manual labor.

EQUIPMENT AND VEHICLES:

- The job requires driving and operating vehicles such as an automobile, pickup truck, van, line truck with hydraulic boom, manlift and forklift.
- The job requires the operation of test equipment relays, transformers, breakers, regulators and fault location and other electrical equipment.
- The job requires the use of computers and calculators.
- Future work practices may necessitate the use of different equipment, vehicles and tools.