



Job Description

Job Title: Journeyman Substation Technician
Reports to: Supervisor, Metering & Technical Services
Department: Technical Services

FLSA Status: Hourly Non-Exempt
Grade:
Revision Date: 01/2020

Job Purpose

The Journeyman Substation Technician performs operation, repair, installation, testing and routine maintenance of high voltage substations including batteries, chargers, protection relays, motorized and non-motorized switches, pad mount and overhead voltage regulators, reactors, capacitors and fiber optic communication. This position will test and perform periodic maintenance and repair of substation oil-circuit reclosers, power transformers and install, operate and maintain SCADA equipment and associated devices. This position works with the members of the Technical Services section, other departments and assists other classifications as directed within the scope of their qualifications.

Essential Functions

1. Inspects, repairs and calibrates all substation equipment including transformers, circuit switches, regulators, capacitors, feeder circuit breakers, reclosers, motor operators, battery chargers, control equipment, utilizes electrical schematics, technical manuals and all associated software programs.
2. Installs and tests all cooperative owned substation overcurrent protection relays and reclosers in the shop, substation and field, verifies and reports test results to appropriate personnel.
3. Installs, repairs and troubleshoots Remote Terminal Units (RTU), SCADA Control, AC and DC wiring and fiber optic communications on existing and new substation equipment.
4. Performs oil sampling for equipment for testing and analysis, completes and maintains pertinent paperwork/records.
5. Performs monthly/quarterly substation and regulator inspections and requests or recommends maintenance, repairs and/or improvements. Will also perform power quality investigations.
6. Performs setup, operation, testing and maintenance of mobile substations, equipment, control wiring, and voltage regulators. Plans jobs and requests or recommends maintenance and or improvements.
7. Assists other technicians in their job functions to include observing safety hazards, particularly when around high voltage equipment; and in the operation, testing and maintenance of high voltage equipment, switches, control wiring, voltage regulators and capacitor installations.
8. Reads and understands system maps and system one lines to become knowledgeable in general electric distribution system layout, system substation capacities and load areas, substation circuit feeds, and general system sectionalizing.
9. Readily learns new technologies, new equipment & device operating characteristics. Including personal computer software and communication devices and communication protocols as it pertains to job functions.
10. Performs on-call duties and bypasses, isolates and restores service to all substation equipment during outage conditions.
11. Performs other duties as required and/or assigned.

Competencies

Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus

Job Competencies

- Attention to Detail
- Decision Making & Judgement
- Functional Excellence

- Safety Orientation

- Technical Application

Minimum Qualifications

1. A high school diploma or equivalent with the completion of a formal Journeyman Apprenticeship Program or a minimum of 5 year's work experience as a Substation Technician or in an acceptable technical field.
2. Valid Driver's License and the ability to acquire a DOT Medical Card
3. Must be able to read, understand and draw electrical schematics (one-line and three-line diagrams).
4. Knowledge with system map books, and electric distribution system layout, system substation capacities and load areas, substation circuit feeds and general system sectionalizing.
5. Previous experience working with energized substations.
6. Ability to work with minimal supervision and work overtime hours as needed, including on-call duty.

Preferred Qualifications

1. Experience in an Electric Cooperative, electric substations and field operations.
2. Previous experience with Schweitzer Engineering Laboratories (SEL) equipment and software.
3. Experience with testing equipment and software such as Doble and/or Omicron.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job primarily operates in the field and/or construction sites; will frequently be in close proximity to high voltages in and around substation and overhead lines. This role routinely uses standard electrical equipment and tools. This position includes exposure to environmental conditions (hot, cold, and inclement weather), electrical meters, fumes or airborne particles, running equipment, and loud noises. Lifting is frequently required, must be able to bend and lift and carry up to 50 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.

Direct Reports

List by job title any positions to be supervised by the incumbent.

NONE

Trico Electric Cooperative, Inc.
is an Equal Opportunity Provider and Employer
M / F / VET / DISABLED and a Drug Free Workplace

This job description has been approved by management:

Supervisor: _____ Date: _____

Human Resources: _____ Date: _____

By signing below, I understand the requirements and the essential functions of this position.

Employee: _____ Date: _____