

**POSITION TITLE: ELECTRIC DISTRIBUTION & SUBSTATION SPECIALIST**  
**DEPARTMENT: PUBLIC UTILITIES**  
**DIVISION: ELECTRIC**

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Electric Superintendent

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Electronic Technician (2)

Substation Technician (2)

**DIRECT:** 4      **INDIRECT:** 0

### POSITION FUNCTION

This position is responsible for design of systems for substation control and protection; wide area fiber optic network; power quality assurance and supervision/direction of staff.

### JOB RESPONSIBILITIES

- Supervises staff
- Designs substation protection systems
- Designs fiber optic systems and wide area networks
- Works with outside consultants and engineers
- Prepares bid specifications for outside contractors
- Assists Utility management with project planning
- Performs other related duties as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to talk/hear and use hands to finger, handle or feel.

<b>REQUIRED SKILL SETS</b>	
<p><b>Occupational/Technical Skills</b></p> <p>Knowledge of high voltage design and maintenance</p> <p>Knowledge of electrical substation protection and control systems</p> <p>Knowledge of City-Wide Area Fiber Optic System</p> <p>Knowledge of Electrical systems and controls such as traffic signals, two-way radio systems, large motors and process control systems</p> <p>Ability to use specialized electrical testing and fiber optic test equipment</p> <p>Ability to use AutoCad and selected job-specific software</p> <p><b>Administrative Skills</b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p><b>Cognitive Skills</b></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform engineering calculations</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Knowledge of basic budgetary principles and practices</p>	<p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><b>Interpersonal Skills</b></p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><b>Leadership Skills</b></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is performed indoors and is subject to pressure from deadlines; incumbent typically works alone, around electrical hazards.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Four-year college degree; seven to ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job, must have a valid State of Ohio Driver's License.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.