

POSITION TITLE: TECHNICIAN
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Substation Specialist _____

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____ None _____

DIRECT: 0 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for installation, calibration, maintenance and repair of complex computer process control and instrumentation systems, and the development installation, and repair of electrical substation and related high voltage system panels and components..

JOB RESPONSIBILITIES

- Installs, repairs, and programs computers, computer networks, and computer peripheral devices
- Installs, repairs, and programs electronic equipment
- Maintains traffic signals, weather/civil defense sirens, and lift stations
- Maintains and repairs electrical equipment in City buildings
- Installs, calibrates, maintains and repairs high voltage systems, related equipment and components in electrical substations
- Designs, builds, installs, calibrates, tests, maintains, and repairs control panels for electrical substations, water treatment plant, wastewater treatment plant, and other high voltage systems - oversees and inspects contract work when required
- Develops, backs-up, and maintains blueprints, schematics, autocad drawings, and SCADA/control software
- Performs emergency electrical maintenance and repair work on City-owned structures, units, equipment or components
- Installs, operates, tests, splices, programs, and repairs fiber optic equipment and cable
- Maintains supply inventory, purchasing materials or supplies used in performing duties
- Performs required switching of transmission and distribution circuits
- Performs inspections and prepares inspection reports
- Interfaces with adjacent electric utilities to plan and perform switching and other related tasks
- Performs infrared surveys and power quality studies, and prepares reports for such audits and surveys
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, talk/hear and use hands to finger, handle or feel, reach with hands and arms and stoop, kneel, crouch, and crawl. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Ability to use, word processing, database and selected job-specific software

Ability to read and interpret electrical prints, maps, and schematics

Ability to operate specialized electronic, electrical, testing, calibration, and repair equipment

Knowledge of electrical theory, electrical wiring systems, infrared technology, fiber optic systems, microprocessors and basic computer programming, transmission and distribution systems, substation construction and maintenance

Must maintain a valid driver's license and have the ability to drive

Ability to operate bucket truck (under 26,000 GVWR) and various power tools

Administrative Skills

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to handle multiple priorities and projects

Ability to adequately allocate resources to meet objectives

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Ability to analyze and resolve situations and problems

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform engineering calculations

Ability to develop original, unusual, successful approaches

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Ability to draw accurate conclusions from numerical material

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Ability to instruct and train others

Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors, in excessively noisy environments; incumbent typically works alone around electrical hazards in confined spaces

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

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.