

POSITION TITLE: SUBSTATION TECHNICIAN
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ELECTRIC

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Electric Supt. & Assist.Supt.

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: None

DIRECT: 0 **INDIRECT:** ?

POSITION FUNCTION

This position is responsible for the inspection, testing, repair, maintenance, troubleshooting, and calibration of high, medium and low voltage Power System components from 69kv to 480v, including, 2 winding power transformers, L.T.C's, potential and current transformers, oil and Sf6 circuit breakers, circuit switchers, GOAB's, station batteries, and other equipment necessary for power delivery.

JOB RESPONSIBILITIES

- Inspects, tests, repairs, maintains high, medium and low voltage Power Systems components from 69kv to 480v.
- Interprets test data and makes recommendations for repair or replacement of Power System equipment.
- Responds to normal and after hour emergencies to perform planned and emergency switching for transmission and distribution system and emergency power restoration.
- Performs monthly inspections and creates electronic or written reports.
- Performs infra-red surveys and prepares reports for repairs.
- Makes modifications to substation, water treatment, and waste water medium voltage equipment and control panels.
- Works with outside consultants, engineers or contractors.
- Interfaces with adjacent utilities to plan and perform switching and other related tasks.
- Assists management with project planning.
- Performs repairs of City owned structures.
- 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 and work at heights up to 40feet.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Ability to use job-specific software.</p> <p>Ability to read and interpret electrical prints, maps, and schematics</p> <p>Ability to operate specialized electronic, electrical, testing, calibration, and repair equipment.</p> <p>Knowledge of electrical theory, electrical wiring systems, infrared technology, transmission and distribution systems, substation construction and maintenance.</p> <p>Must maintain a valid driver's license and have the ability to drive</p> <p>Ability to operate bucket truck (under 26,000 GVWR) and various powertools.</p> <p>Administrative Skills</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.</p> <p>Ability to handle multiple priorities and projects.</p> <p>Ability to adequately allocate resources to meet objectives.</p> <p>Ability to keep clear and accurate records and reports.</p> <p>Ability to analyze and resolve situations and problems.</p> <p>Cognitive Skills</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables.</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions.</p> <p>Ability to make timely, sound decisions.</p> <p>Knowledge of methods and techniques of research.</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form.</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.</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 develop original, unusual, successful approaches</p> <p>Ability to create and readily draw on a large pool of diverse sources of information.</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.</p> <p>Ability to draw accurate conclusions from numerical material.</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion.</p> <p>Ability to speak effectively one-to-one.</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others.</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications.</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials.</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion.</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors.</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to take charge and initiate actions.</p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals.</p> <p>Ability to instruct and train others.</p> <p>Ability to provide performance feedback.</p>

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 and is subject to pressure from deadlines.

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.