

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Lead Substation Technician	Job Code: 2704
Date: November 1, 2018	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled journey-level work with basic supervisory responsibility to install, test, maintain, and repair electrical systems, substations, and various other electrical facilities.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Power Systems Electrical Maintenance Supervisor and perform all tasks under general direction. This work differs from the Substation Technician by its responsibility to provide lead worker direction on a variety of electrical projects and assignments.

ESSENTIAL DUTIES: Oversee substation installation, maintenance, testing, and repair, and the performance of subordinates; train subordinates; evaluate safety conditions; assign work tasks; ensure work is done accurately, efficiently, and within safety rules and guidelines; review work of subordinates and serve as a resource on complex issues; assist with performance evaluations; prepare and submit work progress reports; coordinate with supervisor on preparing and managing applicable budgets, personnel issues, project planning, and other areas.

Perform all duties of a journey-level Substation Technician: install, maintain, and repair electrical substations; inspect, operate, and maintain mechanical and electrical parts in circuit breakers, voltage regulators, control panels, and transformers; test, add, and filter oil for a variety of power distribution equipment; maintain substation controls and alarms; perform wiring; inspect substation and battery installations and make needed repairs; maintain accurate record of power distribution activities, including equipment performance trends; install, maintain, and troubleshoot the SCADA system; operate, maintain, and wire switch gear equipment for power transfers; participate in substation switching procedures during planned and unplanned outages; respond to requests from other City departments on basic electrical system work, including street semaphores, airport lighting, deep well pumps, etc.; evaluate new equipment; make decisions and submit recommendations as to the application, purchase, and replacement of substation equipment; may act as the Power Systems Electrical Maintenance Supervisor during absences; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and six (6) months of journey-level experience as a certified Substation Technician from a Substation (Electrical) Technician apprenticeship program that has been approved and accredited by the Department of Labor.

License(s)/Certificates: A valid, lawful Driver's License is required. Journey Substation Technician Certificate through an accredited program such as Intermountain Power Superintendents Association (IPSA) is required.

SELECTION FACTORS: *Knowledge of:* electrical theory and application; mathematics, including decimals, percentages, ratios, fractions, algebraic formulas, and electrical principles, laws, and formulas; techniques to install, maintain, and repair electrical power distribution equipment; the operations performed and purposes served by the department or division; related laws, codes, rules, and regulations governing functions of the position; computers and


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related software systems; the operations, functions, and terminology common to the electrical operations; modern supervisory techniques; basic budgeting techniques; policies and procedures established for the work system; basic English composition, spelling, and grammar. **Skill in:** analyzing data and developing solutions; presenting technical concepts and data in an easy to understand manner; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; analyze and identify complex problems and effectively resolve operational problems; adhere to safety regulations at all times; exercise independent judgment while evaluating situations and in making determinations; operate electrical repair and distribution equipment; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; prepare clear, concise, accurate, and informative reports.

TOOLS AND EQUIPMENT USED: Mechanical and motor vehicles, lifts, hand tools, power tools, ladders, line truck, bucket truck, specialized power systems testing equipment, computers.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work, including working at considerable heights, lifting mechanical and power tools, lifting 50-75 lbs., driving vehicles, climbing ladders, pulling long runs of wire up to 100 ft., carrying, bending, stooping, and walking over varied or rough terrain.

ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, electrical solvents, oils and compounds, hazardous environments, heavy traffic, confined areas, electrical systems rated 120 volts to 138,000 volts, energized electrical equipment, and high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20-minute response time.*


Department Director

11/1/18
Date


Mayor/Chief Administrative Officer

11-1-18
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.