

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Substation Foreman	<b>Job Code:</b> 2705
<b>Date:</b> October 4, 2012	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service:</b> Covered (Unclassified)

**DEFINITION:** This is highly skilled journey level supervisory work in the installation, testing, maintenance, and repair of electrical systems, substations, and various other electrical facilities.

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to the System Compliance and Development Manager and perform all tasks under his/her general direction. The work of this class differs from the Lead Substation Technician by its full supervisory duties including scheduling, assigning, and managing work assignments.

**ESSENTIAL DUTIES:** Schedule, plan, coordinate, assign, and supervise the work product of assigned technician crews; supervise the installation, maintenance, testing, and repair of all substation equipment which includes, but is not limited to, breakers, transformers, protective relays, DC controls, sensing devices, and batteries; evaluate safety conditions and designate employee in charge for projects; ensure work is done accurately, efficiently, and within safety rules, legal guidelines, and construction standards and codes; implement cost-effective preventative and predictive maintenance programs to improve performance and reliability; evaluate new equipment and make recommendations on replacements and upgrades.

Perform all duties of a journey level Substation Technician: Install, maintain, and repair electrical substations; inspect, operate, and maintain mechanical and electrical parts in the circuit breakers, voltage regulators, control panels, and transformers; test, add, and/or 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 test protective relaying systems and diagnose performance issues; 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.

Identify, evaluate, and resolve personnel issues; conduct performance evaluations and enact discipline and rewards as needed; assist with staffing decisions within the division including hiring and firing; assist in preparing a timely and accurate budget for assigned area and monitoring purchase orders and expenditures; maintain and review all work records, reports, documentation, and work specifications of assigned personnel; ensure subordinates are trained in all aspects of their assignments and jobs; develop and provide training as needed; review work of subordinates and serve as a technical resource on complex issues; may act as the System Compliance and Development Manager in his/her absence; perform other duties as needed.

**MINIMUM REQUIREMENTS:** Equivalent to a high school diploma: and one (1) year of journey level experience as a certified Substation Technician from an accredited and Department of Labor approved Substation Technician apprenticeship program.

License(s). Must possess certification as a Journey Substation Technician through an accredited program such as IPSA. A valid, lawful driver's license 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 of installation, maintenance, and repair of 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 related software systems; the operations, functions, and terminology common to the electrical operations; modern supervisory techniques; basic budgeting techniques. *Skill in:* analyzing data and developing solutions; presenting technical concepts and data in an easy to understand manner. *Ability to:* perform work with speed and accuracy; analyze and identify complex problems and effectively resolve operational problems; adhere to safety regulations at all times; exercise independent judgment; 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 orally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors.

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

**PHYSICAL DEMANDS:** Sufficient physical strength, agility, and eyesight to perform the work which includes 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 feet, 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 to 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.*

  
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 Department Director

Oct 3 2012  
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 Date

  
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 Mayor/Chief Administrative Officer

10/1/12  
 \_\_\_\_\_  
 Date

*NOTE: The above statements are intended to 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.*