

| PROVO CITY CLASSIFICATION SPECIFICATION                       |   |
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| <b>Title:</b> Power Systems Electrical Maintenance Supervisor | <b>Job Code:</b> 2705                     |
| <b>Date:</b> November 1, 2018                                 | <b>EEOC Code:</b> SM                      |
| <b>FLSA Designation:</b> Non-exempt                           | <b>Civil Service Status:</b> Covered (UC) |

**DEFINITION:** This is highly-skilled, journey-level supervisory work responsible 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 Systems Operations Manager and perform all tasks under general direction. This work 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 installation, maintenance, testing, and repair of all substation equipment, including breakers, transformers, protective relays, DC controls, sensing devices, and batteries; evaluate safety conditions and designate employees in charge of projects; ensure work is completed 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 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 and repair substation and battery installations; 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 Systems Operations Manager during absences; assist other employees as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and one (1) year of journey-level experience as a certified Substation Technician after completing a Substation (Electrical) Technician apprenticeship program accredited and approved 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

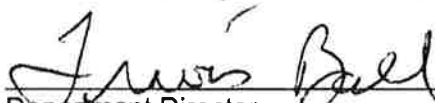
Superintendents Association (IPSA), is required.

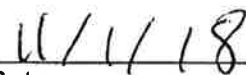
**SELECTION FACTORS:** *Knowledge of:* electrical theory and application; mathematics, including decimals, percentages, ratios, fractions, algebraic formulas, and electrical principles, laws, and formulas; techniques of installation, maintenance, and repair of electrical power distribution equipment; 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 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; identify, analyze, and effectively resolve complex 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

  
 Date

  
 Mayor/Chief Administrative Officer

  
 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