

ELECTRIC SUBSTATION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise substation operations within the Distribution Division of the Electric Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Operations Manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for substation operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in construction, maintenance, repair, system improvement and operation of electrical substations, and distribution protective relay systems.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Review project plans and drawings; recommend changes based on field observations and operational challenges; occasionally inspect field projects in progress and upon completion.

Estimate and schedule work projects; determine and order materials required.

Oversee asset deployment, specification, monitoring, calibration, costing and tracking; act as technical lead in support of the department's asset management system.

Implement and develop policies to ensure compliance with NERC (North American Electric Reliability Corporation) and FERC (Federal Energy Regulatory Commission) electric regulatory reliability standards, guidelines and regulations.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for assigned operations; monitor and control expenditure.

## ELECTRIC SUBSTATION SUPERVISOR

Page 2 of 4

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Coordinate assigned activities within the Electric department, with other City departments and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of electric substation equipment maintenance and testing.

Principles, methods, materials and equipment used in the installation, testing, maintenance and modification of electrical and electronic systems and equipment.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules including NERC and FERC standards, guidelines and regulations.

Asset management software systems utilization and data maintenance.

#### Ability to:

Organize, implement and direct electrical substation operations/activities.

Read and interpret sketches, blue prints and diagrams.

Identify electrical system defects and recommend appropriate corrective action.

Apply federal state and local laws codes and regulations pertaining to safety and electrical substation and generation maintenance.

## ELECTRIC SUBSTATION SUPERVISOR

Page 3 of 4

On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; intermittently analyze work papers, reports and special projects; travel to job/project sites in assigned vehicle to conduct field inspections.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent electric substation operations and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff; effectively instruct staff in proper methods, procedures and safety precautions of assigned operations.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of increasingly responsible experience in the construction, maintenance, operation and repair of substation equipment related to electrical work in an electric utility, including one year providing technical and functional supervision over assigned personnel.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level coursework in solid state electronics, electric utility equipment or a related field.

ELECTRIC SUBSTATION SUPERVISOR

Page 4 of 4

03-22-14	Electric Substation Supervisor
02-26-11	Electric Substation and Metering Supervisor