

MISHAWAKA UTILITIES – ELECTRIC DEPARTMENT

A. JOB TITLE – SUBSTATION SUPERVISOR

B. DEFINITION

Direct and supervise Substation Technicians. Responsible for the successful execution of the substation preventive maintenance (PM), which includes providing necessary leadership and guidance to ensure that overall system performance trends are effectively monitored, evaluated, and assessed. Make recommendations to enhance system reliability. Responsibilities include making appropriate personnel contact, ensuring process flow requirements are effectively implemented, generating required design documents, and updating required databases. Track and maintain substation area budget items. Provide technical support for engineering, construction, and maintenance and repair substation equipment. Make appropriate personnel contacts, ensuring process flow requirements are effectively implemented, generating required design documents, updating required databases, and ensuring that projects are ready (on the scheduled date) to support construction activities. The Substation supervisor reports to, and receives assignments from the Chief Engineer.

C. REQUIRED ATTRIBUTES

1. Ability to apply sound project engineering principals, such as: ability to identify, analyze and solve technical problems; effective technical communication; ability to effectively apply lessons learned; attention to detail; follow-up; accountability; ownership; focus on the assigned task while still managing other assigned projects; demonstrate professionalism; stay on schedule and within budget; ability to function with minimal guidance; and ability to effectively step in for the Chief Engineer in his absence.
2. Ability to provide technical guidance to contractor support personnel assigned substation PM, as well as corrective maintenance activities.
3. Ability to generate conceptual as well as detailed design documents in support of substation and system distribution design changes.
4. Ability to operate a vast range of electronic equipment (e.g., electric power recorder devices, capacitance testing, transformer TTR, amp probes, meter test equipment, megger, voltage/current/resistance measuring devices, portable air sample monitors, radio transmitting devices for monitoring the status of system transmission switching devices, etc.)
5. Ability to operate a vast range of computers software (e.g., industry analytical software [e.g., Fault Circuit Analysis, Time-current characteristic curves],

CAD, GIS, scheduling, database, graphics, word processing, spreadsheet, National Electric Code, etc.)

6. Ability to operate a vast range of computer hardware (scanners, plotters, printer, digital imaging).
7. Ability to operate surveying equipment to assist, when required, in the staking of both primary and secondary underground lines.
8. Ability to operate fault locating equipment to assist, when required, in the location of both primary and secondary underground lines, and other facilities.
9. Ability to operate small hand tools, such as: pliers, hammers, screwdrivers, wire cutters, knives, files, wrenches and punches.

D. JOB LOCATION

Substation Supervisor work is performed at the Electric Division Office, job sites and construction sites.

E. PHYSICAL REQUIREMENTS

Must be able to walk, bend, stoop, crawl, crouch, kneel, reach, climb ladders both up and down, climb stairs both up and down, lift a minimum of 75 pounds without assistance and have color vision. Must be able to sit for extended periods of time. Must be able to do balancing, pushing, pulling, handling, fingering, talking, seeing, hearing, and turning.

F. ENVIRONMENTAL/WORKING CONDITIONS

Must be able to work with others in the performance of duties. (See G. below) Must be able to perform duties inside, outside, in rain, sleet, snow, very hot, very cold, very humid, and windy weather in dusty, noisy, dirty, cramped quarters. Must be able to walk on wet grass, wet leaves, and heavy dew and frost covered ground. Must be able to work around obstacles such as pallets, storage racks, vehicles, railings, on balcony and confined spaces. Must be able to work during high pollen and mold spore count days.

G. ESSENTIAL FUNCTIONS OF THE JOB (i.e., process requirements)

The substation supervisor reports to and receives assignments from the Chief Engineer. The substation Supervisor is responsible to monitor and assess the adequacy of substation program engineering activities. This includes ensuring the effective implementation of established process controls as well as recommending additions and changes to those controls in order to integrate appropriate lessons learned. The Substation Supervisor is also responsible for the following routine functions: Assign work to Substation Program Technicians; approve the

engineering scope for assigned engineering projects; coordinate with construction and contractor personnel to establish an aggressive substation maintenance schedule; serve as the focal point for resolution of substation technical issues; approve layout of circuits when significant load additions are made, or a change directly involves substation circuits; review all technical procedures for switching developed by the substation technicians; ensure substation databases are properly maintained (e.g., substation data.).

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

The Substation Supervisor will attend, when directed, meetings with our engineering partners and contractors.

H. REQUIRED KNOWLEDGE AND ABILITIES

Must have the ability to deal with employees, customers, contractors and the general public in a professional manner. Must have sufficient technical knowledge and dexterity to operate use and operate equipment listed above in paragraph C.

I. QUALIFICATIONS

1. Must possess a high school diploma or equivalent
2. Five years experience in management with a comparable size municipal utility with engineering department experience or experience in a related field.
3. Working knowledge of electrical distribution systems, including transformer operation, system protection schemes, relaying and transformer and circuit breaker protection standards.
4. Must have a valid driver's license.
5. Ability to read electrical prints, wiring connection diagrams, blue prints and construction drawings.
6. Proficient in the use of PC based computer equipment and software.
7. Must acquire and maintain a high level of efficiency in performance of job
8. Must pass a pre-employment drug screening
9. Must adhere to the City of Mishawaka's Drug and Alcohol Free Policy.
10. Must sign and adhere to the City of Mishawaka Confidentiality Statement.

K. MINIMUM REQUIREMENTS FOR PROMOTION

1. In order to be considered for a promotion the candidate must have demonstrated outstanding performance on assigned tasks.

07/07/14

Employee Signature

Date

Department Manager

Date