



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Substation Supervisor **DATE POSTED:** July 14, 2014
DEPARTMENT: Mishawaka Utilities - Electric **DATE CLOSED:** July 31, 2014
SALARY: \$56,666.00
HOURS: Full-time position

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, updating required databases, and ensuring that projects are ready (on the scheduled date) to support construction activities. Track and maintain substation area budget items. Provide technical support for engineering, construction, and maintenance and repair substation equipment. The Substation supervisor reports to, and receives assignments from the Chief Engineer.

QUALIFICATIONS:

1. Must possess a high school diploma or equivalent
2. Must have a valid driver's license.
3. Five years' experience in management with a comparable size municipal utility with engineering department experience or experience in a related field.
4. Working knowledge of electrical distribution systems, including transformer operation, system protection schemes, relaying and transformer and circuit breaker protection standards.
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.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.