



CITY OF BANNING, CALIFORNIA

Substation Test Technician

Job Code: **5161**

FLSA Exempt Non-Exempt

JOB DEFINITION: Under the direction of the Electric Operations Manager, performs the full array of duties assigned to the Substation Test Technician including installing, maintenance and other electrical work; demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties; occasionally assists in the training of lower level maintenance positions; performs a variety of other tasks in support of assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS: The Substation Test Technician is the journey level class responsible for Electric Utility Substation systems operation and maintenance.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Perform the full array of duties assigned to the class of Substation Test Technician including electrical installation, maintenance and repair work.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Responsible for operation and maintenance of substation high voltage equipment.
- Read and interpret schematics and blueprints.
- Maintain, repair, and monitor supervisory control and data acquisition equipment.
- Calculate and monitor devices in substations.
- Provide circuit protection for field crews and equipment.
- Test, repair, and calibrate protective relays and supervisory control and data acquisition systems.
- Read and record device results in substations.
- Write outage reports and maintain accurate records
- Participate in writing high voltage switching programs.
- Perform high voltage switching to different circuits.
- Provide technical assistance to maintenance personnel.
- Respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.
- Performs emergency stand-by and response duties, may be subject to call-outs.
- Perform other related duties as required.

KNOWLEDGE, ABILITIES and SKILLS:

Knowledge of:

- Operations and standard operating procedures of an Electric Utility Substation.
- Complex principles and practices of an Electric Utility Substation.
- Applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, Administrative orders and other operational guidelines and directives.

(continued on reverse side)

CITY OF BANNING, CALIFORNIA

Substation Test Technician

Job Code: 5161

- The City's and the Department's policies and procedures.
- Customer service techniques and methods.
- Occupational hazards and standard safety precautions.
- Operational procedures for hand tools and heavy equipment used in electric maintenance and repair.
- Electric meter reading, repairing and testing methods and mechanisms.
- Basic electrical engineering principles.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Proper English, spelling, and grammar.
- Basic principles of mathematics.
- Theories, methods, and procedures in the installation, maintenance, testing, and calibration of electric metering and testing instruments and equipment.
- Tools used in electrical installation and repair work.

Ability to:

- Analyze a complex issue and develop and implement an appropriate response.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Work independently
- Understand and follow instructions
- Establish and maintain effective working relationships
- Read and interpret schematics and blueprints.

Skill to:

- Effectively utilize and operate the tools of the trade.
- Effectively operate a motor vehicle on City streets.

MINIMUM QUALIFICATIONS: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Substation Test Technician. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in installation; maintenance and testing of relays, meters, and other related electrical instruments. A high school diploma or GED.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license. Must possess a valid Class A California Driver's License and Medical Certificate. Must be able to obtain Forklift Certificate; First Aid Certificate and CPR Certificate. May be required to work outside the traditional work schedule.

WORKING CONDITIONS: Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and heavy noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy traffic conditions and often work with constant interruption.