

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

A. Title: **Substation & Apparatus Supervisor**

B. Department: Operations

C. Reports To: Manager of Operations

II. OBJECTIVES, RESPONSIBILITIES, AND DUTIES:

Provides for the planning, prioritizing, assigning and supervising of the day to day operations of the substations electricians' activities including the installation, inspection, testing, maintenance, and repair of electrical substation facilities within the Company's service area. This position will be responsible for testing, rebuilding, repairing, and maintaining regulators, reclosers, transformers, and other special equipment. This position will also be responsible for meter testing and programming, including AMR (TWACS) which requires technical specialized skills and knowledge. Developing and implementing effective maintenance practices and programs which result in outstanding system reliability and asset failure prevention as well as being able to coordinate switching schedules for scheduled emergency work is critical.

A. Specific Job Duties

1. Reviewing all substation project plans and drawings, recommending changes based on field observations and resolving operational problems while inspecting field projects in progress is a key part of this role.
2. Supervises all aspects of building new and modifying existing substations, including but not limited to, installation of foundations, pads, conduit and cables. Terminates cables and wiring for both supply and control, including fiber optic cables. Wires complex control panels within the substation control house. Inspects the above work done by both VEA personnel and contractors.
3. Monitor, maintains, repairs, programs, and tests all substation-related relays and controls, including but not limited to, microprocessor based relays, LTC controls, PLC's, voltage controls, and capacitor controls. Monitoring includes downloading event reports for system disturbances and analyzing, interpreting, and reporting on the event.
4. Tests and commissions all new substation equipment, including power transformers, high-voltage breakers, circuit switchers, and capacitor banks, including but not limited to, hi-pot, winding ratio, breaker timing, etc.
5. Works with the SCADA and Communications Departments to install, commission, and maintain VEA's SCADA system, including radios, RTU's and all other related equipment.

6. Oversees the installation, testing, calibration and repair of all types of watt-hour and demand meters, including poly-phase meters and current and potential transformers and AMR (TWACS) in accordance with established company policies and accepted industry standards to ensure accurate measurement of the power consumption of our members.
7. Responsible for the installation, testing and maintenance of all revenue metering, transmission interconnect metering, and research metering equipment.
8. Extensive knowledge of construction methods and standards, materials and equipment, electrical design and wiring, maintenance procedures and practices, and safety procedures and practices for voltages from 25kV to 230kV.
9. Ability to use the department's specialized software for gathering data, record keeping and testing of equipment and be able to instruct others in its use.
10. Ability to read and understand electrical schematics and retrofit old equipment with new components including microprocessors and digital controls.
11. Ability to translate mechanical ideas into electrical solutions when upgrading old equipment.
12. Ability to keep proper records of equipment as well as Safety, D.O.T. and MSDS concerns.
13. A general understanding of how different relay schemes work and to be able to troubleshoot in substations and restore power promptly.
14. Ability to organize, coordinates, and schedules various projects; supervise the work of others and prepare comprehensive reports.
15. Valid Commercial Driver's License, (Class A), and must comply with the Company's Driving Policy.
16. Ability to communicate effectively both orally and in writing.
17. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representative of the agencies, outside consultants and the public.
18. Ability to maintain a strong sense of propriety concerning confidential matters.

B. General Job Duties

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Schedules the maintenance of substation & apparatus equipment within the Company's service area. Maintenance activities include minor things such as adding oil to a transformer or gas to a breaker to a complete overhaul of a breaker or tap changer.
2. Supervises and oversees all maintenance projects and crews to ensure compliance with specifications and engineering plans.
3. Prepares daily, weekly and monthly maintenance schedules of substation equipment and facilities.
4. Reviews engineering plans and coordinates modifications to the plans with Engineering.
5. Coordinates maintenance projects with Systems Dispatch Center, Distribution, Relaying, crews and contractors.
6. Prepares progress reports of ongoing maintenance projects.
7. Prepare bids for maintenance jobs in substation to be completed by contractors.
8. Prepares and reviews project specifications and cost estimations.
9. Prepares request for budget items.
10. Maintains Substation Maintenance program data files for tracking of equipment.
11. Maintains Substation Maintenance Oil Dissolved Gas Analysis program data.
12. Maintains maintenance equipment data forms for specialized testing of equipment.
13. Requisitions equipment parts, materials and equipment needed for maintenance projects.
14. Maintains inventory list of equipment, equipment parts and materials.
15. Oversees the testing of substation equipment and prepares necessary reports.
16. Trains employees on the procedures and practices used by the department.
17. Evaluates employee performance and conducts training sessions.
18. Oversees and assigns repairs of department specialized tools and equipment.
19. Works with fleet maintenance on repairs of department vehicles and equipment to be ready for emergencies.

20. Responsible for ensuring the enforcement of and compliance with all applicable Company policies, procedures and code of ethics as well as all applicable governmental laws and regulations to include employment, safety and environmental standards and regulations.

III. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

A. Inside the organization

1. Reports to: Manager of Operations

B. Outside the organization

1. Member/Consumers – Providing prompt, courteous service and information.
2. Vendors and solicitors contacting a Cooperative representative.
3. Consultants
4. Federal and State governmental agencies.

IV. AUTHORITIES AND ACCOUNTABILITY

The Substation & Apparatus Supervisor shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.

(S)He should remember that (s)he is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.

(S)He is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interest can be affected by his (her) actions.

(S)He should feel free to make suggestions for the improvement of operations and efficiency.

(S)He shall secure the approval of the Manager of Operations or the CEO in making decisions when policies are not clear or require interpretation.

V. SPECIFICATIONS

Education: Associate's Degree from an accredited college or university in Electrical, Mechanical Technology or related field; or an equivalent combination of training and experience.

Experience: Minimum of eight (8) years experience in the maintenance of

electrical systems and related equipment including voltages from 25kV to 230kV.

Working Conditions: While performing the duties of this job, the employee is regularly exposed to risk of electrical shock from voltages up to 230-kV. The employee frequently works near moving mechanical parts and in outside conditions, and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Time will be split between usual office conditions and outdoors in various weather conditions. Regular travel within the service area required.

Physical Requirements While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Employee must frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Date: _____

CEO

Date: _____

Operations Manager

Date Accepted: _____

Employee