

HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

SUBSTATION TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this non-exempt position is to perform skilled work to test and repair various operating systems within the distribution and transmission system primarily for substations. Performs general and detailed maintenance tasks. Performs duties under the direction and supervision of the Transmission and Distribution (T&D) Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in the installation, maintenance, analyzation, and troubleshooting of SCADA remote terminal units (RTU's) and equipment, substation battery systems, transformer control circuits, voltage regulation relays and controls, breaker control circuits, and protective relays.
- Troubleshoots and makes recommendations related to malfunctions/failures and performs preventive/corrective maintenance on protection system equipment.
- Tests and repairs distribution and transmission relaying; assists outside personnel; tests and maintains batteries and chargers; locates repair parts when needed.
- Performs general and comprehensive maintenance on all substation items containing insulating oils, tests oil for dielectric strength; gathers oil samples for insurance company; filters oil on routine basis; drains oil as needed.
- Tests, adjusts and performs maintenance of transmission and distribution power circuit breakers; operates mechanisms and current carrying contacts.
- Replaces nitrogen cylinders on all power transformers; returns empty bottles to the supplier for refill.
- Coordinates system interconnects and outages in substations with other utilities.
- Prepares switching orders for the T&D department; performs switching in substations and on the transmission and distribution systems.
- Oversees work and coordinates activities of contractors working in substations or on transmission system.
- Assists with monitoring and inspecting of all transmission lines and right-of-ways in the system; sprays chemicals in right-of-ways for transmission and distribution to remove vegetation; assists with pole inspections.
- Installs wiring for new installations and rewires existing components in substation for maintenance and upgrades.
- Operates test equipment including Hi pot cable fault locator, Hi pot cable tester, oil tester, and relay test set; may operate related equipment and tools including a bucket truck, trencher, wire puller, oil filter press, fault locator, dump truck, pressure sprayer, and various hand tools.
- Performs general maintenance including removing trash, painting, janitorial work, and maintaining building equipment.
- Performs daily checks of substations for problems; monitors SCADA print out for system disruptions; checks subs to confirm disruption location and determine cause of problem.

- Operates office related machinery and equipment, including laptop computer, desktop computer, copier, multi-line phone system, printer, scanner, and various computer programs including word processing, data entry, and spreadsheets with emphasis on softwares such as MS Office (Word, Excel, PowerPoint) and AutoCAD.
- Maintains records on all maintenance and technical services performed at the substations.

ADDITIONAL FUNCTIONS

- Performs other related duties as required, necessary, or assigned.
- May be required to work overtime.
- May be required to rotate on-call coverage.
- Adheres to and enforces all safe work practices and company compliance standards.
- Maintains good attendance and punctuality.
- Ensures conformity with standards set by the North American Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC).
- May drive HMP&L vehicles and operate HMP&L equipment.

MINIMUM QUALIFICATIONS

Qualifications include: high school diploma or GED supplemented by completion of vocational / technical school training in substation operation and maintenance; a minimum of five to seven years previous industrial experience and training involving electrical system troubleshooting, maintenance, and repair, including high voltage systems, as well as mechanical training in hydraulic and mechanical operating systems; familiarity with computers; strong communication and troubleshooting skills; strong understanding of electrical theory; must be able to read and interpret schematics and instruction manuals; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requirements include: a valid Class A Commercial Driver's License issued by the Commonwealth of Kentucky; residency in Kentucky within a defined distance from office; must pass a drug/alcohol screen, background check, and physical upon conditional offer of employment; and have no DUI convictions in the previous five years. May require certification / licensing in pesticide applications.

Preferred Requirements: Associate degree in electrical engineering technology or related field; electrical apprenticeship or a journeyman electrician certificate; experience in high voltage utility transmission and distribution substations (13.8,69, & 161kV) maintenance and troubleshooting functions; experience with SCADA systems

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and interpretation to others regarding the application of procedures and standards to specific situations. Requires interaction with company personnel, vendors, and contractors. May require interaction with other utility personnel and consultants.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools and materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, advisory, and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret and carry out instructions furnished in written, oral, diagrammatic, or schedule form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change; and evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of standing, climbing (may be in excess of 40 feet) and balancing, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials (50-100 pounds). Must be able to traverse and access all substation areas. Travel between locations may be required.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally and receive information aurally.

Environmental Factors: Performance of essential functions may require exposure to potentially adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, high voltage electric currents, and toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the Employer (Henderson Municipal Power & Light) at the discretion of the Employer, or as the needs of the Employer and requirements of the job change. The Employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.