

SUBSTATION AND COMMUNICATIONS FOREMAN

PURPOSE AND NATURE OF WORK

This is work leading and participating in the overall maintenance and repair of all electrical distribution substations. Work requires the performance of skilled electrical and electronic tasks, and the direction of subordinates involved in maintenance and repair activities. The incumbent is required to work on high voltage equipment and in varying weather conditions and to be on 24-hour call. Work is performed under the direction of the Substation and Communications Supervisor. Supervision may be exercised over workers assigned to operate, maintain and repair substation equipment, buildings, and grounds.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Participates in and oversees a variety of electrical and electronic maintenance tasks at electrical distribution substations, including relay calibration, filtering oil, cleaning breakers, testing on power transformers, changing electrical contacts, and maintaining and repairing relays and supervisory control and communications equipment. Reads blueprints and wiring diagrams to diagnose problems at substations; makes notations to show wiring changes.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, materials, equipment, and tools of the electrical trade applicable to electrical distribution substations and related facilities.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of electronic principles.

Ability to layout and assign the work of subordinate personnel.

Ability to work from blueprints and specifications, and to understand and carry out oral and written instructions.

Ability to develop and maintain effective working relationships with subordinates, superiors, and other employees.

Skill in the use of approved methods, tools, materials, and equipment of the trade.

Skill in the maintenance and repair of electrical and electronic systems and equipment in the field of electric distribution.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by advanced course work in electrical and electronic equipment, maintenance and repair plus some related supervisory experience; or any equivalent combination of training and experience.