

## **SUBSTATION AND COMMUNICATIONS SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Responsibilities include operation, inspection, maintenance and repair of electric power transmission substation transformers, relays, communications/control equipment and protective devices. Work requires participation in design and planning of electric power transmission installations. The incumbent is required to work in all weather conditions, be on 24-hour call, and work adjacent to high voltages. Supervises skilled workers. Maintains detailed records. Work is performed under the general direction of the Energy Control, Substation, and Metering Supervisor.

**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.)

Supervises and trains skilled workers in the installation, calibration, operation and maintenance of electrical substation equipment, protective relays and related control systems. Tests and maintains current and potential transformers; digital and induction type relays; oil, gas, and vacuum breakers; power transformers; and fiber optic and radio frequency equipment which are part of the communications systems. Tests equipment using proper isolation and test procedures. Supervises building and maintenance of substations and switchyards. Conducts a formal apprenticeship program focused on materials and methods used in electric transmission and distribution. Writes equipment specifications and issues purchase requisitions. Implements compliance program for related aspects of NERC. Keeps records on compliance, as well as on all annual construction, repair, maintenance, and testing.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of standard methods and materials applicable to electric power transmission and distribution systems.

Considerable knowledge of hazards and protective devices of electric power transmission and distribution systems.

Knowledge of electronics.

Skills in the use of test equipment, proper isolation and test procedures.

Ability to work from schematics and technical specifications

Ability to supervise work of technicians.

Ability to develop and maintain effective working relationships with employees and employees of other utility systems.

Knowledge of NERC regulations governing electric transmission and distribution.

Ability to keep accurate and thorough records.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completion of an accredited four-year college curriculum in electrical engineering, electronics or related field and progressively responsible experience in electric power substation design, operation, and maintenance; or an equivalent combination of training and experience.