



## *Overton Power District #5*

### JOB CLASSIFICATION & SPECIFICATIONS

JOB TITLE:	Substation Technician	FLSA:	Non-Exempt
DEPARTMENT:	Substation	EFFECTIVE DATE:	09/2021
		LAST REVISED:	6/30/26

#### GENERAL PURPOSE

The Substation Technician works under the supervision of the Substation Operation Foreman or Substation Operations Manager. The Substation Technician performs a variety of maintenance and service work on equipment throughout OPD5's service territory. The Technician ensures the reliability and safe operation of the electrical grid by managing all equipment related to protection, control, automation logic, and metering. This is a full-time, hourly paid position.

#### SUPERVISION RECEIVED

Works under the general supervision of the Substation Foreman or Lead Substation Technician

#### SUPERVISION EXERCISED

None

#### ESSENTIAL FUNCTIONS (Performs part or all of the following)

- Adheres to safety rules and practices. Responsible for reporting unsafe practices to a supervisor.
- Maintains an attitude that will promote harmony and goodwill among fellow employees, the consumers, and the public.
- Responsible for determining proper settings for substation metering and protective equipment, programming communication devices, perform substation testing and commissioning new substation equipment.
- Wiring relay panels, control panels and equipment as necessary.
- Inspecting, testing and repairing line reclosers, regulators and capacitor banks.
- Inspecting, testing and repairing substation equipment including transformers, circuit switchers, regulators, feeder circuit breakers and reclosers, motor operators, battery chargers, etc. This includes taking oil samples from substation equipment for testing.
- Installing, programming and maintaining substation SCADA equipment.
- Review, monitor and operate the SCADA system to assure that information displays correspond to established parameters.
- Serves as a dispatcher during business hours and during emergency electric power outages.
- Communicates with power suppliers.
- Prepare, review, and perform system switching operations at the direction of supervisors in accordance with data analysis and provide results of system changes to Engineering.
- Update and maintain the system one-line drawings.
- Install, maintain, and update AMI system, including moving meters after switching operations.
- Coordinating the work of and working with contractors that may be engaged to perform some equipment maintenance or repair tasks.
- Testing and calibrating all relays and electronic controls on OPD5's system.
- Make voltage drop checks and check each instrument rated metering installation in substations for proper connection and accuracy.
- Download events and data from substation relays and maintain substation device databases.

- Maintain the substation reading database and maintain maintenance records for all substation equipment.
- Work with the System Engineers, Engineering Technician and local service area representatives to maintain balanced loading on all feeders.
- Keep up to date on policies, procedures, rate schedules, RUS line construction specifications, National Electric Safety Code, and other matters related to the assigned work.
- Attend and participate in job training, safety meetings and attend specialized schools as may be directed.
- Keep abreast of all changes in first aid procedures, safety rules and regulations, and maintain an up-to-date First Aid and CPR cards.
- Must be able to be on call for after-hours emergencies.
- Performs other duties as directed.
- Available for overtime and on call.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. High school diploma or equivalent
- B. Certification as a Journeyman Substation Technician or Journeyman Lineman from an accredited vocational institution.
- C. Minimum of two years of practical experience in the maintenance and operation of substation apparatus, including line reclosers and transformers is preferred.
- D. Candidates for senior level designations must demonstrate at least four years of verifiable field experience within high-voltage substation environments.

### 2. Knowledge, Skills, and Abilities:

- Proficient in the use of laptop computers using Microsoft Office Suite.
- Ability to install and use technical software to program and test electronic relays, meters and controls.
- Ability to program and use electronic relays, meters and test equipment through interfaces provided on the equipment without using a computer interface.
- Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, electrical and electronic schematics and wiring diagrams.
- Write routine reports and correspondence.
- Communicate effectively with consumers, co-workers and contractors.
- Perform mathematical calculations using algebra and trigonometry.
- Perform power system calculations including voltage, current, impedance, power, transformation ratios and three phase voltage and current resultants.
- Define problems, collect data, establish facts and draw solid conclusions.
- Operate equipment such as a forklift, bucket truck, sprayers, etc.
- Follow policies and procedures.
- Must hold and maintain a valid driver's license.

## Work Environment:

Tasks require walking, bending, stooping, climbing and driving from site to site daily. Conditions will range from extreme heat, dust, weeds, debris in the summer to extreme cold, rain, mud, snow and ice in the winter. Sense of smell is occasionally required to detect overloaded or faulted electrical and electronic components or wiring. Regular exposure to hazardous terrain, trenches, hillsides, etc. Personnel may encounter hazards such as high voltage electrical equipment or menacing animals, rodents, pests, dogs, etc. Must work in the public right-of-way and associated road hazards. Must be able to work at various heights over 50 feet. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.