JOB OPENING

CITY OF FARMINGTON

JOB POSITION #101: Substation Maintenance Working Foreman

NUMBER OF VACANCIES: 1
DEPARTMENT: Electric Utility
WORK LOCATION: MOC
HIRING RANGE: $41.66 per hour
DAYS WORKED: Monday – Friday
HOURS WORKED: 8:00 a.m. - 5:00 p.m.
TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

ESSENTIAL DUTIES:

Performs a variety of routine skilled, technical, and supervisory work in the operating, maintaining and repairing of Electric Utility System substation electrical equipment. Works under the supervision of the Technical Services Superintendent.

Directs and assigns work to Substation Maintenance Shop personnel. Directs Substation Maintenance Technician and Substation Maintenance Trainee, including assisting in scheduling, performance appraisals, and discipline

Continuously develops leadership skills to effectively lead the daily operations of the Substation Maintenance Work Group.

Performs maintenance, testing and troubleshooting of Substation equipment.

Responds to emergency call-outs.

Programs, repairs, and tests, all Substation breakers: OCB, ACB, VCB and PCB.

Maintains logs of all required Substation inspections.

Maintains gas systems on required PCB's.

Understands and uses Test equipment (i.e., TTR, Doble, Inframatics, Insulation and ground tester, breaker analyzers, hi-pot systems, and battery load test systems).

Maintains, installs, and tests substation DC battery systems and associated charger.

Troubleshoots and maintains Substation electronic controls involving tap changers, voltage regulators, and capacitor banks.

Installs secondary and low voltage cabling and wiring including conduits or raceways.

Conducts routine inspection of all Utility Substations and Communication sites.

Ensures an appropriate inventory level of spare parts for substation and electrical equipment is maintained.

Maintains test reports and databases of all maintenance activities.

Establishes a maintenance schedule for all substation equipment and up-dates substation records. This includes all manufacturers' recommendations for maintenance and testing.

Performs all job duties of a Substation Maintenance Technician as required or assigned.
Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

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 does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

A pre-employment physical and drug/alcohol test is required for this position.

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Must satisfactorily complete and pass a written test and/or interview for the position.

High school diploma or GED equivalent required.

Valid New Mexico driver's license, or the ability to obtain one, with acceptable driving record for the past three years.

Extensive background checks required.

Completion of Substation or comparable apprenticeship program, or equivalent of technical training received in a technically related Associate's Degree program.

Minimum of 5 years experience in Electric Utility substation maintenance.

Technical and advanced training in electric power substation maintenance.

Training and experience in mechanical controls, hydraulics, pneumatic, and control logic.

Specialized training on Substation testing equipment.

Leadership skills and ability to direct, motivate, and train Substation Maintenance personnel.

Previous supervisory experience preferred, but not required.

Must communicate effectively verbally and in writing with other work groups and departments.

Ability to understand and follow complex oral and written instructions; ability to clearly communicate orally and in writing.

Considerable knowledge and skills in reading drawings, blue prints, and to comprehend engineers and manufacturers specifications and instructions.

Monitors the progress of Substation Maintenance Trainees in on the job training and correspondence training.

Ability to operate a personal computer and functional knowledge of Windows, Word, Excel, and other computer software as necessary.

TOOLS AND EQUIPMENT USED:

Calculator, phone, radio, fax and copy machine, computer (desk top and lap top), motor vehicles, Substation testing equipment and various small hand tools. Specialized test equipment to include; TTR, Hi-pot, Megger, Multi amp transformer tester, recloser tester, capacitor tester, multi-meter, phase rotation meter, and other related test equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to sit, climb ladders and stairs, balance, stoop, kneel, crouch or crawl, talk or hear; employee is occasionally required to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside/outside in all types of weather conditions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.