

## ELECTRIC SUBSTATION SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** Under general direction, the Electric Substation Supervisor is responsible for supervising and directing staff in the installation, maintenance, and repair of the Electric Unit's utility electrical substations and related equipment, electric generation stations, Supervisory Control and Data Acquisition (SCADA) system, meter shop, and other related electronic equipment and devices. This class is also responsible for performing related duties as required.

**Distinguishing Features:** An employee in this class is responsible for the overall management, coordination, and direction of activities associated with the installation, maintenance, and repair of the Electric utility electrical substations and related equipment, electric generation stations, control room, and meter shop. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving operational problems and policy matters that may arise. The Electric Substation Supervisor is also expected to be in the field enough to have a good understanding of overall operations and activities. An employee in this class performs electric dispatching and switching activities and may perform heavy lifting and assigned tasks may require a degree of physical exertion. Hazards include working in close proximity to and directly on energized high-voltage lines and equipment. This employee is required to use appropriate safety equipment and follow safety procedures when in the field. This class is subject to emergency call-out and stand-by during off-duty hours. The Electric Substation Supervisor is supervised by the Deputy Director - Electric who reviews work through conferences, meetings, and reports regarding results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience supervising the installation, maintenance, and repair of electrical substation or generation equipment for an electric utility.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must reside within the City of Mesa Electric Utility call-out area (example: within an 18-mile radius of the Main Street and Center Street intersection) within one year after hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Control room and/or electric metering experience are highly desirable. Supplemental coursework in electricity, electronics, supervision, or related areas is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, customers, management, and contractors in order to maintain effective working relationships. Instructs, trains, and gives advice on safety issues and the use and operation of equipment, vehicles, and highly specialized electronic test equipment (example: voltmeter, microhm meter, oscilloscope, digital logic probe, oil dielectric test machine, infrared scanning equipment, etc.). Maintains inter-departmental communications and participates in department and other project meetings. Prepares written documents such as memos, project and budget status reports, or management plans with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar. Prepares work schedules, timesheets, and performance appraisals. Writes and approves switching orders. Makes oral presentations to groups regarding the City and the department. Answers customer questions or complaints regarding electric service. Collects vendor quotations on small volume items. Coordinates operations with Salt River Project (SRP) as required.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures. Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety regulations. Operates a one-ton utility truck requiring a standard Arizona Driver's License to drive to work locations. Operates a variety of standard office equipment. Performs electric dispatching and switching activities. May participate, as needed, in the work of electricians and technicians engaged in constructing, installing, maintaining, and repairing electrical substations, generators and the microprocessor-controlled SCADA system. Maintains a working inventory of equipment, materials, and supplies needed to maintain and repair equipment. May move light materials and supplies (under 20 pounds) to heavy power circuit breakers and nitrogen cylinders (over 50 pounds) using a cart or other aide to assist for distances of up to 20 feet or more. May work in a variety of weather conditions, in small, cramped areas, and at heights up to 30 feet. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of the electric substation, generation, control room, and metering systems. Supervises and evaluates the work of staff. Prioritizes own work, and assigns and prioritizes work of staff. Identifies employee training needs. Resolves procedural, operational, and other work-related problems. Ensures work environment and practices meet safety compliances. Reviews safety practices and ensures work is conducted in a safe manner. Complies with environmental waste regulations. Evaluates bids and proposals from outside vendors and contractors. Coordinates work activities with other City departments and agencies. Coordinates equipment repair and maintenance with manufacturer's representatives, and work activities with other divisions. Applies electronics and electrical system knowledge to the diagnosis and correction of problems. Develops short- and long-term departmental policies and procedures. Performs mathematical calculations and cost analysis for the department. Prepares long-range budgets and program activity projections. Comprehends and makes inferences from written material, including: wiring tables, construction and standard drawings, schematic diagrams, circuit maps, and control schemes. Understands blueprints and schematic drawings to monitor work for completeness. Understands relay software with the ability to update/modify database and download event reports. Learns job-related material through on-the-job training regarding material usage and application techniques.

**Knowledge and Abilities:**

Knowledge of:

electrical theory, National Electric Code, and National Electric Safety Code;  
the practices, procedures, materials, and equipment commonly found in electrical substations, generation stations, control room, meter shop and the electric field;  
Arizona Blue Stake Law;  
the occupational hazards and safety precautions and procedures related to working around high-voltage electrical equipment (69,000; 12,470; and 4,160 volts);  
the uses and capabilities of various electrical maintenance related equipment;  
budget preparation and projection procedures;  
policy development and goal setting as related to long-range planning; and  
the principles and practices of employee supervision, evaluation, and training.

Ability to:

develop, plan, organize, and coordinate electric generation, substation, control room, and metering system programs;  
train and supervise personnel in all aspects of electric generation, substation, control room, and metering related work;  
review staff's work to ensure compliance with plans and directives;  
develop written switching orders and direct switching activities in a safe and effective manner;  
approve and coordinate training activities for the section to ensure that training is appropriate and all staff has the opportunity to attend;  
prepare long-range budgets and program activity projections;  
develop program policies and objectives;  
review work priorities, project schedules, and current work activities to ensure conformance with division standards, objectives, and policies;  
review a variety of forms, records, and reports associated with electric generation, substation, control room, and metering activities to ensure work is being completed in a timely manner;  
prioritize work assignments based on a variety of factors (example: severity of problem and potential hazard to the public);  
coordinate crews during power outages;  
update/modify database and download reports;  
coordinate activities with other City departments to minimize service duplication;  
participate in hiring, terminating, preparing performance appraisals, and initiating disciplinary actions;  
prepare clear and concise written reports of project and budget status, and overall results achieved; and  
establish and maintain effective working relationships with upper management, subordinates, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to update Pay Grade and Increments 6/16

MJ/st

CS5070.DOC

EEO-Tech

JOB FCTN-TRA

INCREMENTS 162-200

PAY RANGE: 59

SECURITY-No

IND-7539

SWORN-No