

SUBSTATION OPERATOR – SAMPLE POSITION DESCRIPTION

Position Title: Substation Operator

Summary:

Inspect, operate and maintain substations and various transmission, distribution and generation apparatus consistent with company policies and safety regulations. Direct the activities of others as assigned. Be responsible for time reporting and other reports as required. This position is the highest of a multi-step progression from Apprentice Operator to Journeyman Operator and is expected to know all aspects of Journeyman Operator duties for the Company. Lower steps in this classification are expected to progress into all aspects of these duties:

1. Continually observes the functioning of station equipment in substations, principally as revealed by various meters and gauges. Observes switchboard instruments for unusual operating conditions and performs the function necessary to restore the equipment to normal or remove it from service as required.
2. Switches and maintains substation equipment for proper operation.
3. Prepares the equipment for operation and starts, stops and controls the units, adjusting the load and voltage and accessory regulating equipment as required.
4. Performs switching operations in accordance with standard operating procedures.
5. Maintains daily operating log on all operations, both routine and emergency, and reports on line outages and weather conditions. Records hourly readings of indicating and integrating meters, and changes, marks and checks charts of recording instruments.
6. Acts independently during an emergency by performing duties in rapid succession involving switching, adjusting load and/or voltage, or extinguishing fires.
7. Issues protective tags through established safe clearance procedures for all equipment in the plant and substation.
8. Notes changes in load and makes routine adjustments to meet such changes without immediate supervision. Reports unusual situations to supervision.
9. Periodically inspects station both inside and outside to determine proper operation of facilities and maintain security. Makes minor adjustments and repairs.
10. Maintains proper lubrication and cooling of the generating units, transformers, pumps, motor generator sets and other rotating machinery.
11. Analyzes problems to determine type of repair necessary and informs proper personnel.
12. Performs incidental or related duties such as watering storage batteries, cleaning up and general housekeeping and receiving telephone complaints from the public.

13. Conducts public tours of station as required.
14. Performs sub-dispatching as required.
15. Assists in training apprentices.
16. May perform duties of Utilityman as required.
17. Performs other duties as assigned. Job duties are subject to change as directed by management.

Working Conditions:

General power station conditions. Available for unscheduled work. Works rotating shift schedule, with one weekend off per month. Shift schedule changes with size of station and number of station personnel.

Minimum Requirements:

Requires previous journeyman operator experience observing and operating power plant or substation equipment. Must exhibit a capacity to handle operating contingencies: operation requires special attributes in aptitude, education, and steadfastness in order to assume the responsibilities and to properly perform the duties of an operator in a manner that will safeguard employees and equipment and that will give efficient operation of the station in their care. May be required to obtain a valid driver's license. Other combinations of education/experience may be considered.