



## INTERNAL/EXTERNAL JOB POSTING

### SECO ENERGY

330 South US Hwy 301 – P.O. Box 301

Sumterville, FL 33585-0301

[www.secoenergy.com](http://www.secoenergy.com)

SECO ENERGY is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

**Position Title:** SUBSTATION TECHNICIAN 1<sup>ST</sup> CLASS

**Classification:** Represented

**Location:** Sumterville – 293 S US Hwy 301, Sumterville FL

**Department:** Technical Services

**Pay Rate:** \$38.36 hourly

**Posted:** Friday, October 23, 2015 – Until Filled

SECO Energy, an electric distribution cooperative serving more than 189,000 members located in Central Florida, has a position available for a Substation **Technician 1<sup>st</sup> Class** in Reliability & Operations in the **Technical Services** department at the **Sumterville** Work Center located at 293 S US Hwy 301, Sumterville FL reporting to the **Substation Operations Superintendent**.

**General Purpose of Job:** This position is responsible for performing safe, efficient and reliable construction, inspection, testing, maintenance and repair of electric distribution substation equipment and facilities. This position is responsible for records and reports necessary to maintain electrical service to customers; investigate and perform prompt restoration of service.

**Position Specifications:** The following includes the minimum job requirements and essential duties for this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Some job requirements may exclude individuals that cannot be reasonably accommodated or who pose a direct threat or significant risk to the health and safety of themselves or other employees.

#### Education and Experience:

- High School diploma or equivalent (GED).
- Certification as a Journey Substation Technician from an accredited substation apprentice program or equivalent job experience with a minimum four years progressive substation experience. Job experience with a distribution electric utility, contractor or related industry preferred.
- Advancement from SECO's Substation Technician 2<sup>nd</sup> Class position preferred.
- English is the primary business language. Second language in Spanish is desirable.

#### Knowledge, Skills and Abilities:

- Ability to demonstrate the following skills to include, but not limited to:
  - Proficiency in mathematics to perform calculations and solid understanding of electricity and the construction, operation, maintenance and troubleshooting of electrical distribution substation equipment, including energized and de-energized facilities.

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- Knowledge to interpret substation construction drawings; SECO's switching and tagging procedures, RUS construction units, material components and assembly specifications.
- Troubleshoot and resolve complex electrical problems related to transformers, breaker control circuits and other equipment.
- Knowledge of clearances, working space and maintenance requirements by the National Electric Safety Code, OSHA requirements and familiar with the National Electric Code.
- Demonstrate competency in substation live line work within six (6) months on voltages ranging from 15kV to 25kV.
- Demonstrated intermediate skill in personal computer operations with ability to enter and extract data; knowledge of MS Office Products; knowledge of SCADA, Global Information Systems (GIS) and other applicable computer systems as they relate to the position.
- Effective communication skills including written, verbal and listening and a customer service attitude to effectively interact with employees, management, contractors, vendors, and the public.
- Ability to work independently and in a team environment to accomplish goals and meet deadlines; to manage stress and pressure in a frequently changing environment.

**General:**

- Exhibit support of SECO's Corporate Values in order to achieve corporate goals and objectives.
- Ability to maintain excellent attendance with unscheduled absences kept to an absolute minimum.
- Ability to learn, interpret and follow all SECO safety rules, policies, practices and procedures.
- Valid Florida Class A Commercial driver's license without air brakes restriction and without number 5 Tractor-Trailer restriction for regular driving privileges of cooperative vehicles; must have and maintain an acceptable driving record as determined by the Cooperative.
- Successful completion of Sumter Electric Cooperative's DOT physical examination and drug screen.

**Physical Requisites and Working Conditions:**

- The normal work week consists of five (5) consecutive eight (8) hour days, Monday through Friday, or four (4) consecutive ten (10) hour days, Monday through Friday between the hours of 6:00 a.m. and 12:00 midnight with one-half hour meal break.
  - The Cooperative will determine if an eight (8) hour or ten (10) hour schedule will be used and shall establish the normal schedule of starting and quitting time.
  - Shift schedules may be changed by giving a 36-hour notice of the changed schedule.
  - Ability to work irregular hours for assignment completion and flexibility to change scheduling and report to work on short notice during emergency situations and outside of regular assigned shift; ability to work overtime, on-call and availability to respond to call-outs and maintain an acceptable call out response.
- General office environment with extensive driving within the service area; field work in an electrical substation environment with regular exposure to energized and de-energized equipment with voltages ranging up to 230kV; close proximity to substation equipment, construction and confined spaces; frequent exposure to adverse weather conditions.
- Physical ability in sitting, stooping, pushing, crouching, crawling, reaching, climbing, standing, walking, pulling, lifting, using fingers, grasping, talking, hearing, extended repetitive motions, defined heavy level work. Visual acuity required as machine operator and as mobile equipment operator.
- Physical ability to lift and/or move objects weighing up to 50 lbs. on a regular basis, and lift and/or move objects weighing in excess of 50 to 65 lbs. on an occasional basis.

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- Ability to operate a variety of office equipment, including personal computer, printers, telephone, fax machine and radio communications equipment.

**Living Requirement:**

- Employees in this classification must live within a 30-mile radius from the assigned reporting work location. Employees who live a greater distance from the work center must relocate within their first six (6) months in this position. A maximum of one (1) hour will be allowed for response to call-outs.

**SKILLS VERIFICATION:** The skills required for this position may be verified through a combination of education, experience, interview questions and technical skills exercise(s).

## **Essential Duties and Responsibilities**

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of essential duties and responsibilities shall not be held to exclude other duties that may be assigned based on the needs of the Cooperative.

**General:**

- Safely construct and maintain all aspects of electrical distribution substation facilities.
- Install mobile substations, as directed.
- Perform all switching operations, as directed.
- Respond to substation outages; troubleshoot and take proper corrective action to restore service in a timely manner; use specialized hot line tools and equipment for restoration of service, as required.
- Inspect and test equipment and circuits to identify malfunctions or defects, using wiring diagrams and testing devices such as ohm meters, volt meters or amp meters; test oil in circuit breakers and transformers for dielectric strength, refilling oil periodically; test insulators and bushings of equipment by inducing voltage across insulation, testing current and calculating insulation loss.
- Consult manuals, schematics, wiring diagrams and engineering personnel in order to troubleshoot and solve equipment problems and to determine optimum equipment functioning.
- Prepare and maintain records detailing tests, repairs and maintenance.
- Repair, replace and clean equipment and components such as circuit breakers, brushes and commutators.
- Open and close switches to isolate defective relays; then perform adjustments or repairs.
- Analyze test data in order to diagnose malfunctions to determine performance characteristics of systems and to evaluate effects of system modifications.
- Notify management personnel of equipment shutdowns.
- Clean up oil spills in compliance with applicable DEP requirements and complete reports as necessary.
- Change out reclosers, regulators and associated equipment as needed.
- Maintain required records, accurate daily time sheets and charge time to proper accounts.
- Maintain current knowledge of equipment, RUS specifications, OSHA regulations, GIS/mapping system and other operational and regulatory systems related to the responsibilities of the position.
- Assumes responsibility and maintain assigned tools, materials and equipment in a safe and efficient condition. Maintains vehicle and ensures vehicle is stocked with proper material.

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- Ensure work locations are left in a condition appropriate for public safety and customer satisfaction.

**All Internal and External applicants must apply On-Line Only as follows:**

**INTERNAL (Employees):** From the SECONet, click on the link in Bulletin Board, Jobs/Careers, or from any computer with Internet access, using the following link to our new Career's Link: [Careers Link](#) or visit [www.secoenergy.com](http://www.secoenergy.com) and select "New Careers site" link. Should you have any questions, please contact Rina Rivera in Human Resources at 352-569-9679.

**EXTERNAL applicants apply On-Line Only:** At a Career Source (formerly Workforce Central Florida) office or from any computer with Internet access on SECO's Careers Web Site: <http://www.secoenergy.com>