

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7750
Approved by C.S.B.
January 15, 2014

SUBSTATION AND METER SUPERVISOR

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DEFINITION

Under direction works with, coordinates and directs the work of crew(s) in connection with the installation, modification, testing, calibration, troubleshooting, and repair of electrical meters and their components, electrical substation wiring and equipment, distribution equipment, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification in the electrical maintenance technician series. Work in this class is distinguished from that of lower classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including assigning work and providing lead direction to substation crews. Employees at this level are required to be fully trained in all procedures related to substations and metering work.

EXAMPLES OF DUTIES

1. Works with, schedules, coordinates and directs the work of a crew (a crew being two or more workers exclusive of the incumbent), and evaluates crew members in the installation, testing, calibration, troubleshooting, and repair on all types of meters, instruments and associated electrical equipment.
2. Consults with, coordinates and monitors the work of contractors working in and around AMP electrical substations and facilities, including examination and evaluation of construction and maintenance work for conformance with established standards; observes work in various stages of progress to ensure compliance.
3. Performs acceptance testing and maintenance of transformers and other distribution equipment and records and keeps records of equipment testing and stock. Also keeps track of test results and oil test results and coordinates obsolete equipment for scrap.
4. Installs, troubleshoots and maintains circuit breakers, voltage regulators, relays, SCADA equipment and other substation apparatus.
5. Reads and interprets blueprints, maps, and drawings.
6. Makes special load checks and tests, and performs troubleshooting work on customer premises.
7. Prepares and updates maintenance records; and acts as a lead for asset management on vital equipment. Acts as a lead on NERC-related reporting and maintenance tracking and documentation.
8. Prepares, updates and provides billing information from the solid state metering database.
9. Assists in determining applications of advanced distribution technologies as related to substations and metering.
10. Acts as Superintendent, Meters and Apparatus as needed.
11. Assists in the supervision, training and evaluation of assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school, including or supplemented by courses in advanced electrical theory and mathematics involved in alternating current electrical theory.

Experience: Two (2) years recent experience as an Electrical Maintenance Technician or equivalent in an electric utility involving experience in electrical installations, testing, maintenance and repair.

Knowledge

Knowledge of the principles and practices of journey level work in electrical revenue metering and electrical substation and distribution equipment; principles, methods, materials, tools and equipment used in the installation, testing, removal and maintenance of transformers, regulators, capacitors, switching and fusing equipment, circuit breakers, controls and instrumentation, relays, batteries and chargers, revenue meters and other associated equipment; electrical terminology, mathematics and mechanical theory, and safe work practices and procedures.

Ability

Ability to effectively plan, organize and direct the activities of a crew; schedule, oversee, monitor, and participate in assigned work; operate electrical test equipment and tools; interpret schematic drawings and computerized data; operate computer equipment; interpret electrical codes and regulations; apply established AMP policies and procedures; work independently; use initiative and judgement seeking guidance for situations where standard procedures may not apply; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required. Freedom from color blindness.

Other Requirements

Must possess a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

CL: Human Resources Department