



Job Description

Substation Technician Apprentice

Pay Grade: 08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Previous experience in maintenance and construction.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Substation Technician Foreman

Supervisory Responsibility: No

Primary Work Location: Outdoors

Certification: Valid State of Missouri driver's license. Valid State of Missouri CDL driver's license, at a level appropriate to the equipment operated. Must have satisfactorily completed or be willing to successfully complete within a 24-month period, TVPPA substation maintenance correspondence program.

Job Summary: Learns and performs a variety of skilled duties and tasks associated with delivery of energy to the distribution system. This includes but is not limited to construction, repair, modify, test, troubleshoot, and maintain electrical substations, capacitor controllers, voltage regulators, and other related systems as assigned for the City of Nixa.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist Substation Technician Foreman in all duties of substation testing, maintenance, repairs, and any other duties assigned.
- Complete continual training and learn to perform a variety of journey level substation activities.
- Perform monthly inspections of all substation equipment. Perform routine inspection and maintenance such as: weed control, painting, and general cleaning.
- Assist with the construction of electrical substations in their entirety or any phase of the construction process such as: digging trenches, building concrete forms, pouring and finishing concrete, erecting steel towers and structures, pulling and terminating all sizes and kinds of wire, installing equipment such as switchgear, power transformers, power circuit breakers, protective relaying systems, crushed rock, bus pipe, high voltage switches and operators, surge arresters, and any other equipment associated with electrical substations.
- Assist with the repair, testing, modification, and perform preventive maintenance on all electrical substation equipment such as: switchgear, power transformers, power circuit breakers, high voltage switches, surge arresters, potential, and current transformers, power cables, terminators, and any other equipment associated with electric substations.
- Assist with the repair, testing, modification, and perform preventive maintenance on capacitor controllers, voltage regulators, and line re-closers.
- Assist with the installation and repair of various communication systems such as metallic pairs or fiber optic cables.
- Safely operate all equipment necessary for the construction of an electrical substation such as: light trucks, bucket trucks, derrick trucks, backhoes, cranes, trenchers, and any other necessary equipment.



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- Learn to troubleshoot energized distribution substations, capacitor controllers, voltage regulators, and other related systems to determine nature of the problem and appropriate corrective actions.
- Perform manual switching and other mechanical duties to transfer load between substations to facilitate routine maintenance and emergency repair activities.
- Patrol and inspect substations, transmission/distribution lines, and related equipment locations to ensure system is functioning safely and properly.
- During the apprenticeship program, a worker is involved in studying a variety of local, State, and national electric codes and industry standards for transmission and distribution systems including installation, construction, maintenance, and repair and industry safety standards and guidelines and materials related to electric theory. Periodic written and performance tests must be passed to progress through the program. As expertise is gained, supervision decreases, and the level of assignments increases.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other system and organizational related duties and functions as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Theory and principles of electricity.
- Practices and techniques of electric utility overhead/underground transmission, distribution, and service line installation, maintenance, and repair.
- Established safety standards and industry guidelines/regulations for the tools, equipment, and materials, used in the installation, maintenance, and repair of overhead/underground transmission, distribution, and service lines and associated equipment.
- Occupational hazards and safe work practices.

Skills

- Establishing and maintaining effective working relationships with contractors, engineers, other City employees/officials, and the public.
- Determining probable causes of service outages and corrective actions necessary to restore services.
- Performing journey-level installation, maintenance, and repair work on low and high voltage overhead and underground transmission and distribution feeder lines within or directly related to substation facilities and controls.
- Operating a variety of tools and equipment used for the installation, maintenance, and repair of energized/de-energized overhead/underground transmission, distribution, and service lines.

Abilities

- Stooping, climbing, bending.
- Work indoors with heating and cooling regulated. May be exposed to extreme weather conditions, dust, and/or pollen.



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- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the accommodation needed, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodation.
- ☐ I have read and understand this job description and I would require the following reasonable accommodation to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date