

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Construction **CLASSIFICATION NUMBER:** 011366 **GRADE LEVEL:** 11

DEPARTMENT: Substations & Relay **DIVISION:** Transmission & Distribution **LOCATION:** Vanderbilt

JOB PURPOSE:

Under the general direction of the Manager – Substation & Relay, is responsible for coordinating, scheduling and overseeing the installation and maintenance of the equipment, and the construction of substation facilities within the Company's service area.

EDUCATION AND/OR SPECIAL TRAINING:

1. Associate's Degree from an accredited college or university in Electrical, Mechanical Technology or related field; or an equivalent combination of training and experience.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Minimum of eight (8) years experience in the construction of electrical systems and related equipment including voltages from 4 kV to 345 kV.
2. Extensive knowledge of construction methods and standards, materials and equipment used, electrical design and wiring, maintenance procedures and practices, and safety procedures and practices for voltages from 4 kV to 345 kV.
3. Ability to use the sections specialized software for gathering data, record keeping and testing of equipment and be able to instruct others in its use.
4. Ability to read and understand electrical schematics and retrofit old equipment with new components including microprocessors or digital controls.
5. Ability to translate mechanical ideas into electrical solutions when upgrading old equipment.
6. Ability to keep proper records of equipment as well as Safety, D.O.T. and MSDS concerns.
7. A general understanding of how different relay schemes work and to be able to troubleshoot in substations and restore power promptly. Ability to organize, coordinate and schedule various projects; interpret union contract; prepare comprehensive reports; and supervise the work of others.
8. Valid Driver's License, DOT Certified and must comply with the Company's Driving Policy.
9. Ability to communicate effectively both orally and in writing.
10. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representative of the agencies, outside consultants and the public.
11. Ability to maintain a strong sense of propriety concerning confidential matters.
12. Available to work long and irregular hours as well as out of town work as required.

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing CRT, personal computer with keyboard and/or mouse, photocopy machine, facsimile machine, two-way radio, overhead projector and other related equipment.

1. Schedules the construction of and modifications to substation facilities within the Company's service area.
2. Supervises and oversees all installation and construction projects and crews to ensure compliance with specifications and engineering plans.
3. Prepares daily, weekly and monthly inspection schedules of substation equipment and facilities.
4. Reviews engineering plans and coordinates modifications to the plans with Engineer.

REPORTS TO: Manager -
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APPROVAL:

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5. Coordinates construction projects with Systems Operator, Distribution, Relaying, crews and contractors.
6. Prepares progress reports of ongoing construction projects.
7. Prepare bids for construction jobs in substation to be completed by contractors. Examples: Bids to install or repair fences, pour driveways , grounding in substations, trenching for conduits, wall repairs, etc.....
8. Coordinates with the Right-of-Way Department to maintain adequate access to Substations and acquire necessary permits for construction projects.
9. Coordinates with the Safety Department to insure Substations are constructed maintained in a conditions that is safe to the public and EPE personnel.
10. Order Materials for Construction. Example : Order DC & AC panelboards for new Construction as well as for Maintenance replacement of old & outdated Substation AC & DC panelboards, order batteries , GCB, OCB, Regulator and Transformer parts, high voltage switches that fail.
11. Prepares and reviews project specifications and cost estimations.
12. Prepares request for budget items.
13. Requisitions equipment parts, materials and equipment needed for construction projects.
14. Maintains inventory list of equipment, equipment parts and materials.
15. Oversees the inspection of substations and prepares inspection reports.
16. Trains employees on the procedures and practices used by the department.
17. Administers the Apprenticeship training program for new employees.
18. Evaluates employee performance and conducts training sessions.
19. Oversees and assigns repairs of department specialized tools and equipment.
20. Works with Fleet maintenance on repairs of department vehicles and equipment to be ready for emergencies.
21. Responsible for ensuring the enforcement of and compliance with all applicable Company policies, procedures and code of ethics as well as all applicable governmental laws and regulations to include employment, safety and environmental standards and regulations.

OTHER JOB FUNCTIONS:

1. Performs other related tasks that are not included, but are within the context of duties defined.

ENVIRONMENTAL DEMANDS:

1. The incumbents in this classification are subject to both outside and inside environmental conditions and temperature changes, may be required to work in extreme temperatures below 32 degrees and highs above 100 degrees; exposed to loud noises, where the incumbents have to shout in order to be heard; exposed to hazards including a variety of physical conditions, such as a proximity to moving mechanical parts, electrical current, high places, exposure to high heat and/or to chemicals; and exposure to oils or other lubricants that may include skin exposure. Incumbents may be required to wear safety equipment and/or a respirator at times. Work may be performed in all weather conditions and any time of day or night as necessary.

PHYSICAL DEMANDS:

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1. Heavy work:: Exerting up to 100 pounds of force occasionally, and/or up to 50pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
3. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
4. Stooping: Bending body downward and forward by bending spine at the waist.
5. Kneeling: Bending legs at knee to come to a rest on knee or knees.
6. Crouching: Bending the body downward and forward by bending leg and spine.
8. Reaching: Extending hand(s) and arm(s) in any direction.
9. Standing: Particularly for sustained periods of time.
10. Walking: Moving about on foot to accomplish tasks.
11. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
12. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
13. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
14. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
15. Grasping: Applying pressure to an object with the fingers and palm.
16. Feeling: Perceiving attributes of objects, such as size, shape and temperature or texture by touching with skin, i.e., fingertips.
17. Talking: Expressing or exchanging ideas by means of the spoken word; those activities in which detailed or important spoken instructions must be conveyed to other workers accurately, loudly or quickly.
18. Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
19. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
20. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis.

REVIEWED BY:
EMPLOYEE RELATIONS REPRESENTATIVE _____
Evaluated 07/07/95
Revised 08/01/95
Revised 05/01

ATTRIBUTES:

- Action Oriented
- Dealing With Ambiguity

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- Approachability
- Boss Relationship
- Caring About Direct Reports
- Command Skills
- Composure Skilled
- Confronting Direct Reports
- Creativity
- Timely Decision Making
- Decision Quality
- Delegation
- Developing Direct Reports
- Directing Others
- Fairness
- Informing
- Planning
- Problem Solving
- Listening
- Self motivated
- Able to work under stressful conditions
- Reliable

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