

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION NUMBER:** 013368 **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 maintenance 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, 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 section's 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 and 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.

REPORTS TO: Mgr – Substation & Relay

APPROVAL:

DATE: 08/09

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION NUMBER:** 013368 **GRADE LEVEL:** 11

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

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 maintenance of substation equipment within the Company's service area. Maintenance activities include minor things such as adding oil to a transformer or gas to a breaker to a complete overhaul of a breaker or tap changer.
2. Supervises and oversees all maintenance projects and crews to ensure compliance with specifications and engineering plans.
3. Prepares daily, weekly and monthly maintenance schedules of substation equipment and facilities.
4. Reviews engineering plans and coordinates modifications to the plans with Engineering.
5. Coordinates maintenance projects with Systems Operator, Distribution, Relaying, crews and contractors.
6. Prepares progress reports of ongoing maintenance projects.
7. Prepare bids for maintenance jobs in substation to be completed by contractors.
8. Prepares and reviews project specifications and cost estimations.
9. Prepares request for budget items.
10. Maintains Substation Maintenance program data files for tracking of equipment.
11. Maintains Substation Maintenance Oil Dissolved Gas Analysis program data.
12. Maintains maintenance equipment data forms for specialized testing of equipment.
13. Supervises a Substation Clerk with duties of entering and filing of maintenance data.
14. Requisitions equipment parts, materials and equipment needed for maintenance projects.
15. Maintains inventory list of equipment, equipment parts and materials.
16. Oversees the testing of substation equipment and prepares necessary reports.
17. Trains employees on the procedures and practices used by the department.
18. Administers the Apprenticeship training program for new employees.
19. Evaluates employee performance and conducts training sessions.
20. Oversees and assigns repairs of department specialized tools and equipment.
21. Works with Fleet maintenance on repairs of department vehicles and equipment to be ready for emergencies.
22. 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.
-

REPORTS TO: Mgr – Substation & Relay

APPROVAL:

DATE: 08/09

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION NUMBER:** 013368 **GRADE LEVEL:** 11

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

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.

REPORTS TO: Mgr – Substation & Relay

APPROVAL:

DATE: 08/09

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION NUMBER:** 013368 **GRADE LEVEL:** 11
DEPARTMENT: Substations & Relay **DIVISION:** Transmission & Distribution **LOCATION:** Vanderbilt

PHYSICAL DEMANDS:

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

REPORTS TO: Mgr – Substation & Relay **APPROVAL:** **DATE:** 08/09

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION**
NUMBER: 013368 **GRADE**
LEVEL: 11

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

REPORTS TO: Mgr – Substation &
Relay

APPROVAL:

DATE: 08/09

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation Maintenance **CLASSIFICATION**
NUMBER: 013368 **GRADE**
LEVEL: 11

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

ATTRIBUTES:

1. Action Oriented
2. Dealing With Ambiguity
3. Approachability
4. Boss Relationship
5. Caring About Direct Reports
6. Command Skills
7. Composure Skilled
8. Confronting Direct Reports
9. Creativity
10. Timely Decision Making
11. Decision Quality
12. Delegation
13. Developing Direct Reports
14. Directing Others
15. Fairness
16. Informing
17. Planning
18. Problem Solving
19. Listening
20. Self motivated
21. Able to work under stressful conditions
22. Reliable

REPORTS TO: Mgr – Substation &
Relay

APPROVAL:

DATE: 08/09