

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Substation & Relay Engineering **CLASSIFICATION NUMBER:** 013345 **GRADE LEVEL:** 12

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

JOB PURPOSE:

Under the general supervision of the Manager – Substation & Relay is responsible for providing engineering support and direction in the design, construction, improvement, maintenance and efficient operation of electric substations and system protection. Coordinates the construction of substations and schedules and oversees installations and maintenance of the relay protection equipment. Oversees the maintenance of drawings, files and related database files.

EDUCATION AND/OR SPECIAL TRAINING:

1. Bachelor's Degree from an accredited college or university in Civil, Electrical or Mechanical Engineering.
2. Registered Professional Engineer (PE).

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Ten (10) years experience in a highly responsible electrical engineering capacity responsible for the improvement of electrical systems in an electric utility.
2. Experience in the design and construction of substations, system protection and transmission lines preferred.
3. Extensive understanding of relay protection schemes and equipment.
4. Knowledge of the FERC Accounting System and the ability to interpret the National Electrical Safety Code and other codes and regulations.
5. Extensive knowledge of computers and microprocessor controlled devices.
6. Extensive knowledge of work flows pertaining to design, construction, tracking and data capture involved with substation facilities, protective relaying, transmission systems, CAD techniques, high voltage in relation to construction standards and practices.
7. Knowledge of substation operations and procedures, Company policies and procedures, and applicable codes and policies of local City, County, State, and Federal Regulatory Agencies.
8. Broad knowledge of construction methods and standards, materials, and equipment used electrical design and wiring, maintenance procedures and practices, and safety procedures and practices.
9. Ability to organize, coordinate and schedule various projects; interpret union contract; prepare comprehensive reports; and supervise the work of others.
10. Ability to develop new procedures and techniques to assure quality and expedient response of service to internal and external customers.
11. Ability to lead and coordinate the work of a team and develop effective working relationships between departments.
12. Ability to operate personal computer and various software applications to include AutoCad, Excel and Word.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to establish and maintain good working relationships with officers, directors, managers, supervisors, fellow employees, representatives of other utilities, outside consultants and the public.
15. Ability to maintain a strong sense of propriety concerning confidential matters.
16. Valid driver's license and must comply with the Company's Driving Policy.
17. Available to work irregular hours and/or on a twenty-four (24) hour basis.

REPORTS TO: Mgr – Substation & Relay

APPROVAL:

DATE: 08/09

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ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing personal computer with keyboard and/or mouse, calculator, copier, facsimile machine, telephone, Company vehicle and other related equipment.

1. Leads and directs system betterment projects and maintaining the integrity of substations and protective relaying systems.
2. Directs the staff, assures alignment with the Company's goals and objectives and maximizes efficiency of personnel and equipment.
3. Oversees, plans, schedules and coordinates the functions of the section.
4. Provides forecast and budget information for recommended substation and relay system capital improvements and modifications.
5. Reviews substation and relay system expansion plans with input of Transmission Planning and Distribution to ensure reliable electrical service to customers.
6. Supervises and oversees relay maintenance, installation and construction projects and crew to ensure compliance with specifications and engineering plans.
7. Prepares daily, weekly and monthly maintenance schedules of relaying equipment and facilities.
8. Reviews engineering plans and coordinates modifications to the plans with Engineers.
9. Coordinates relay construction or maintenance projects with crews or contractors.
10. Prepares progress reports of ongoing relay construction and/or maintenance projects.
11. Prepares and reviews project specification and cost estimations.
12. Requisition equipment parts, materials, and equipment needed for construction and/or maintenance projects.
13. Maintains inventory list of relay equipment parts, materials and equipment.
14. Maintains Relay maintenance schedule and relay data base information on settings and CT ratio's.
15. Assures scheduled deadlines and performance system measures are met.
16. Defines, implements and provides feedback on system performance measures.
17. Reviews, updates and develops internal operating procedures and practices and makes recommendations to the Manager.
18. Identifies and provides solutions for design and construction issues.
19. Analyzes transmission line outages and recommends corrective action to be taken.
20. Oversees the development, preparation and timely maintenance of the Department's drawings, files and related database files.
21. Acts as a resource for other departments and/or customers to resolve substation/transmission voltage/outage problems and recommends corrective action to be taken.
22. Acts as a liaison between departments and agencies concerning system growth and area development.
23. Performs consultative review of substation/relaying/transmission work orders as required.
24. Provides technical expertise and training related to electrical design.
25. Interfaces with the supervisors to identify problems and solutions related to personnel training needs.
26. Prepares and monitors annual O&M budget.
27. Coaches and counsels employees on an ongoing basis on performance expectations.
28. Trains employees on the procedure and practices used by the department.
29. Assists Safety Training Specialist on the Apprenticeship training program for new employees.

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30. 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; 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 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.

PHYSICAL DEMANDS:

1. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 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.
7. Reaching: Extending hand(s) and arm(s) in any direction.
8. Standing: Particularly for sustained periods of time.
9. Walking: Moving about on foot to accomplish tasks.
10. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
13. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
14. Grasping: Applying pressure to an object with the fingers and palm.
15. Feeling: Perceiving attributes of objects, such as size, shape and temperature or texture by touching with skin, i.e., fingertips.
16. 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.

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- 17. 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.
- 18. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- 19. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis.

REVIEWED BY:
EMPLOYEE RELATIONS REPRESENTATIVE _____
Evaluated 9/01
Evaluated 1/02

ATTRIBUTES:

- Self motivated
- Independent thinker
- Able to work under stressful conditions.
- Demonstrated leadership skills
- Demonstrated ability to work in a team environment.
- Reliable
- Demonstrated “people” skills.
- Technical

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