

Job Description

JOB

TITLE: **Electric Apparatus Foreman**

DEPARTMENT: Energy Distribution & Generation

REPORTS TO: VP Energy Distribution & Generation

SUPERVISES: Electric Apparatus Technicians

FLSA STATUS: Non-Exempt

DATE ISSUED/REVISED: July 2019

GENERAL SUMMARY:

The Electric Apparatus and Automation Foreman serves the Cooperative by overseeing the proper, installation, programming, maintenance, and testing of all substation equipment and utility-scale power production and generation facilities, Supervisory Control and Data Acquisition (SCADA) including Distribution Automation (DA), and power quality and automated metering infrastructure (AMI) projects. Leads the Electric Apparatus Technician Group, championing and ensuring proper implementation of all critical safety and technical procedures and requirements. Duties will require presence in both the office and field to see projects through to meet safety, member service, reliability and financial standards.

RESPONSIBILITIES

1. Effectively lead the Electric Apparatus Technician Group. Champion and align group and individual performance with all organizational standards. Model best-in-class performance.
2. Oversee and conduct correct meter installation and wiring for all types of electric single phase and polyphase services that meet NEC and NESC guidelines.
3. Oversee and conduct the inspection and testing of meters, apparatus, and wiring, keeping a schedule that complies with WH and RUS guidelines.
4. Oversee and conduct the programming, testing and installation of AMI (Automatic Metering Infrastructure).
5. Power Supply & Generation
 - a. Provide power supply monitoring, data acquisition, and load management as directed.
 - b. Coordinate and provide operation and maintenance of WH Generation projects as directed
6. Oversee and provide control wiring and testing of equipment related to substation on-site generators, utility scale solar, renewable energy and special metering equipment.
7. Coordinate Distribution Automation (SCADA) projects.

- a. Prepare automated reports from SCADA data as requested by Department Vice President.
 - b. Supervise the automation of control and status indication of substation and field devices such as switches, reclosers, regulators, and capacitors through SCADA.
8. Utilize company Work Order, Customer Information and Graphic Information Systems to properly document work activity, maintenance, and inspections, leveraging Microsoft office tools where applicable.
9. Facilitate testing and record-keeping of substation and generation equipment using various test procedures.
 - a. Ensure all required emissions reporting is completed on a timely basis to regulatory agencies.
 - b. Ensure all new installations meet all RUS, NESC, environmental and other applicable regulatory requirements.
 - a. Oversee maintenance program on all WH substation and generation equipment.
 - b. Oversee installation and testing of substation and generation control wiring, SCADA, metering, relaying, and communication equipment.
10. Lead power quality meter programming, installation, and downloading of data as requested to assist members or improve distribution power quality. Work closely with other department leaders on implementing or recommending solutions.
 - a. Review SCADA alarm and event reports and initiate follow up actions if it appears that we have a power quality problem.
 - b. Arrange for collections of field data concerning loading of lines, voltage levels, loading of equipment, etc.
 - c. Arrange field analysis of any special problems that arise, such as ferroresonance.
 - d. Assist Electric Use Consultants with stray voltage investigations as needed.
11. Training
 - a. Coordinate training on operations of all substation and generation equipment, SCADA, and AMI equipment with Apparatus Technicians to ensure all technicians receive cross-training in all areas of responsibility.
 - b. Develop written operational procedures for all equipment to ensure safe and consistent use as designed for designated employees.
 - c. Seeks out relevant training in areas of responsibility to ensure we continue to stay current in technologies related to the position.
12. Collaborate with managers and group leaders in related business units to achieve organizational goals and objectives
 - a. Work regularly with employees or consultants responsible for Power Supply costs to implement load management programs that produce the lowest power costs for WH members.
 - b. Work regularly with leaders in engineering and operations to achieve best-in-class reliability and safety in distribution, generation, and substation services utilizing automation technology.
 - c. Work regularly with leaders in the finance area on procurement of new meters, meter repairs, billing concerns and related issues.
 - d. Work regularly with leaders in customer service, assisting with on-line customer billing reports, renewable energy metering, and other installs.
13. Organize and maintain inventory of parts and supplies with regards to all above duties that is aligned with company standards.
14. Responsible for the upkeep of assigned vehicle.
15. Responsible for ensuring accuracy and calibration of power measurement tools to meet manufacturers recommendations.

16. Keeps assigned office and warehouse area clean.
17. Observes, champions and ensures adherence to all required safety procedures and rules for the Electric Apparatus Technician group. Effectively models best-in-class safety.
18. Adheres to all policies and rules of the Cooperative.

JOB SPECIFIC COMPETENCIES:

Adaptability

- Adapts to changes in the work environment
- Manages competing demands
- Accepts criticism and feedback
- Changes approach or method to best fit the situation

Analytical Skills

- Compiles and analyzes complex or diverse information
- Collects and researches data
- Uses intuition and experience to complement data
- Identifies data relationships and dependencies
- Designs workflows and procedures

Design

- Generates creative solutions
- Translates concepts and information into images
- Applies design principals
- Uses feedback to modify changes
- Demonstrates attention to detail

Financial Responsibility

- Understands financial targets and budget goals
- Incorporates financial analysis into strategic decisions
- Implements operating budget to address priorities
- Creates sound business cases to support expenditures
- Promotes conservation of organization resources

Job Knowledge

- Competent in required job skills and knowledge
- Exhibits ability to learn and apply new skills
- Keeps abreast of current developments
- Requires minimal supervision
- Displays understanding of how job relates to others
- Uses resources effectively

Leadership

- Exhibits confidence in self and others
- Inspires respect and trust

- Reacts well under pressure
- Shows courage to take action
- Motivates others to perform well

Education and Experience

This position requires a Bachelor's Degree in engineering or the equivalent combination of Electric /Electronic Schooling and professional job experience.

W-H Values: Must adhere to WH's core values of Teamwork, Dependability, Performance, Integrity, Safety and Member/Customer Focused.

Accountability: Full authority to carry out duties and responsibilities for the position; accountable to the Lead Electric Apparatus Technician for decisions and actions; shall secure Lead Electric Apparatus Technician approval for new ideas or when Cooperative policy is unclear.

Working Conditions –Works approximately half time in a climate-controlled office environment and requires extensive use of the computer terminal and keyboard, written reference material, and catalogs. In addition, there is frequent use of written and verbal communication skills. Works approximately half time in the field, encountering vehicular traffic, poor weather conditions, slippery surfaces, animals, exposure to high voltage equipment and wiring, physical barriers, such as fences and uneven terrain. Interacts with consumers, contractors, W-H personnel and other utility terminal and keyboard daily.