

RESPONSIBILITY OUTLINE



Job Title	Substation Technician Intern		
Department	Substations	Pay Status	Hourly
Reports To	Substation Supervisor	FLSA Category	Nonexempt
Location	Various		

SUMMARY

Exposure to the inspection, installation, testing, maintenance, and repair of electric transmission and distribution substation equipment including power transformers, circuit breakers, switchgear, and various electrical and electronic systems with the majority of the duties involving working with circuits between 48 and 600 volts.

Essential Responsibilities

Maintenance and Repair

Willing to gain exposure to the operation and maintenance of substations. Willing to gain knowledge of common and advanced maintenance testing of circuit breakers, transformers, and other substation equipment.

Willing to gain knowledge and experience in assisting with maintenance of mechanical and electrical systems of transformers, circuit breakers, control and relay panels, batteries, battery chargers; and maintaining the substation yard.

Gain knowledge and experience assisting with troubleshooting and repairing mechanical, electrical, pneumatic, and hydraulic stored energy systems and stand-by generators.

Gain exposure to substation switching using established procedures during planned and emergency repairs.

Construction

Willing to gain experience in assisting with installation of power transformers, breakers, capacitor banks, reactor banks, circuit switchers, low voltage alternating current (ac) and direct current (dc) systems, conduit and cable raceways, and grounding systems; pulling and terminating cables; and installing control and relay panels.

Compliance: Inspection, Documentation, and Testing

Willing to gain experience in assisting with the periodic substation inspections.

Willing to assist with substation equipment testing of breaker controls and protection schemes including battery and charger testing.

Safety

Sunflower employees are expected to approach their personal safety and their coworker's safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all

safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Perform general housekeeping duties in and around the substations.

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

Currently enrolled in a post high school technical certification program in industrial electrical, instrument and control, or electronics.

Knowledge, Skills, Abilities

Successful completion of Edison Electric Institute's (EEI) Construction and Skilled Trades Selection System (CAST) Test.

Able to understand basic electrical principles, like Volts, Amps, Watts, Vars, and Ohms law.

Willing to gain experience in reading and understanding construction and manufacturers' drawings and specifications.

Willing to gain experience in reading and understanding schematic diagrams and substation drawings.

Able to gain knowledge of common utility safety practices and become knowledgeable at implementing the safety practices.

Willing gain basic knowledge of both National Electrical Code (NEC) and National Electrical Safety Code (NESC) standards for the proper and safe installation of substation equipment and systems.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled. Able to respond and report to work during off hours in emergency situations.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	6	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); **Frequent** (34-66%); **Constant** (67-100%)

Task/Exposure	O	F	C
Standing		X	
Walking		X	
Sitting	X		
Climbing	X		
Crouching	X		
Twisting		X	
Reaching above		X	
Heights over 4 ft		X	
Confined spaces	X		
Variable weather		X	
Cold		X	
Heat		X	
Noise over 85 decibels	X		
Dust/Dirt		X	
Ionizing radiation		X	
Chemicals	X		
Repetitive - Wrist		X	
Repetitive - Elbow		X	
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
Carrying			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
Pushing			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		
51-75 pounds	X		
>75 pounds	X		
Pulling			
<10 pounds			X
11-30 pounds		X	
31-50 pounds	X		

Comments: May require awkward position of head and neck. Some working in enclosed spaces. Able to use cause and effect judgement. Working around high voltages may cause interference with pacemakers.

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations			
Physical Capacity Profile (PCP)			Audiogram
Level 2			Chest X-Ray
Level 3	X		Spirometry
Level 4			Color
Level 5			DOT Physical

A physical may be substituted for a PCP if it is not available.