



JOB DESCRIPTION

Title: **GENERATION/SUBSTATION
SUPERVISOR**
Department: Power
Class Code: 3410
FLSA Status: Non-Exempt
Effective Date: April 5, 2007 (Rev. 02/2025)

GENERAL PURPOSE

Under broad supervision from the Engineering Manager, performs work in the operation, construction, and maintenance of the electrical substations, generation plants and other Power Department facilities associated with the transmission, distribution, protection and control of electricity.

ESSENTIAL DUTIES

- Supervises the Generation/Substation Technicians; hires, trains, evaluates, in the area of responsibility (Generation, Substation, Relaying). Recommends disciplinary action when necessary.
- Submits O&M and Capital budgets for approval. Maintains approved O&M and Capital budgets for their area of responsibility (Generation, Substation, Relaying).
- Schedules maintenance, installation, and rebuilds for their area of responsibility (Generation, Substation, Relaying).
- Obtains, evaluates, and awards bids for contractor and professional consulting services to accomplish maintenance, installation, and rebuilds for their area of responsibility (Generation, Substation, Relaying).
- Prepares and submits all required state and federal reports for their area of responsibility (Generation, Substation, Relaying).
- Assists Engineering Manager in guiding and interpreting the City's implementation of NERC/WECC Reliability Standards. Coordinates and submits WECC reports, mitigation plans, periodic data submittals, enforcement action plans, etc. Monitors FERC/NERC/WECC compliance initiatives, processes and rulings including participating and representing the City as appropriate.
- Coordinates and tracks any required NERC/WECC equipment maintenance and testing. Ensures all operations and maintenance procedures are performed in accordance with City policy to ensure compliance with federal, state, and local electrical requirements.
- Coordinates compliance, monitoring, and testing of City-owned generation resources per Title V and Approval Order permit requirements. Coordinates reporting submittals to EPA and Utah DAQ.
- Performs troubleshooter responsibilities for generation plants, substations, SCADA, and relaying on a rotating basis.

- Assumes the responsibilities of other Generation Substation Supervisors in the areas of their responsibility, in their absences.
- Approves switching orders as verified by the Resource Manager as to sequence and load carrying capability.
- Performs other job functions associated with the specific supervisor functions (Generation, Substation, Relaying) as stated in attached duties and responsibilities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and successful completion of an applicable four (4) year substation apprenticeship program certified by the Department of Labor, plus a minimum of four (4) years as a generation/substation technician, to include at least one year in each of the following areas: gas turbine generation, hydro generation, substation maintenance, relaying and SCADA, or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License.
- Must be generally available for emergency "call-out" at any time of day, year-round, regardless of weather conditions.
- Must be on-call several times per year, for a period of seven (7) days each rotation, as determined by an assignment schedule adopted by the Department; must be on-site within 30 minutes of being called in.
- Must be willing to accept standby assignment when needed.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of substation protective relays.
- Considerable knowledge of power plants and power substations; considerable knowledge of natural gas mechanics; considerable knowledge of electrical systems; considerable knowledge of power generation; considerable knowledge of power transmission and distribution. Thorough knowledge of proper safety techniques and procedures.
- Working knowledge of gas turbine operations. Ability to trouble shoot and correct minor problems with gas turbines and gas compressor plant.
- Working knowledge of hydro generation operation. Ability to trouble shoot and correct minor problems with hydro generators and diversion facilities.
- Working knowledge of relaying to understand the zones of protection and function of each type of relay. Ability to determine cause of relay operations, clearing of faults and re-energizing of station after fault condition.
- Knowledge of fiber optic communication; ability to terminate and splice fiber optic cable.
- Ability to interpret schematic drawings and blueprints.
- Ability to test substation equipment including transformers, relays, breakers, etc.
- Ability to test and interpret transformer oil samples.
- Ability to create effective working relationships with employees and other departments; ability to work with the public; ability to communicate both verbally and in writing; ability to supervise employees and manage effectively during extremely stressful power system emergency situations.

TOOLS & EQUIPMENT USED

- Motorized equipment including pickup trucks, bucket trucks, and scissor lift equipment. Personal computer including word processing, spreadsheet and specialized software including thermal camera reporting. Hand tools and other mechanic tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____