



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION:	Substation Technician	DATE POSTED:	03/14/2016
DEPARTMENT:	Mishawaka Utilities - Electric	DATE CLOSED:	03/18/2016
SALARY:	\$1,879.09 bi-weekly		
HOURS:	7:00am - 4:00pm		

DEFINITION: Responsible for the effective implementation of a substation preventive maintenance (PM) program. This includes analyzing overall system performance trends, as well as results of PM performance, and making recommendations to enhance system reliability. Responsibilities include making appropriate personnel contacts, ensuring process flow requirements are effectively implemented, generating required design documents and updating required databases. The Substation Technician reports to and receives assignments from the Substation Supervisor.

ESSENTIAL FUNCTIONS:

The Substation Technician reports to and receives assignments from the Substation Supervisor. The Substation Technician is responsible to contact and meet with appropriate personnel (such as engineering partners and equipment vendors) in order to determine system design requirements. Subsequent to making appropriate contacts, the Substation Technician issues required documentation as well as estimates of the cost of the design changes. In addition, the Substation Technician provides concurrence concerning the appropriate feed (substation and circuit breaker) to the Project Manager when significant load additions are made.

After establishing design change scope the Substation Technician oversees engineering partners in the preparation of all drawings, and reviews required circuit analysis to ensure appropriate system protection. The Substation Technician develops engineering technical procedure for PM performance, and develops switching procedures, if required, and prepares danger tags.

The Substation Technician is responsible to walk down projects implementing system design changes to ensure integration of existing and upgraded system facilities. The Substation Technician submits Engineering Support Requests to the Supervisor the Supervisor Projects for processing to ensure construction resources are appropriately scheduled to support substation activities.

QUALIFICATIONS:

1. Must possess a high school diploma or equivalent
2. Five years' experience in management with a comparable size municipal utility with engineering department experience or experience in a related field.
3. Working knowledge of electrical distribution systems, including transformer operation, system protection schemes, relaying and transformer and circuit breaker protection standards.

Please be sure to indicate the position you are applying for in your cover letter and resume.



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4. Must have a valid driver's license.
5. Ability to read electrical prints, wiring connection diagrams, blue prints and construction drawings.
6. Proficient in the use of PC based computer equipment and software.
7. Must pass a pre-employment drug screening
8. Must adhere to the City of Mishawaka's Drug and Alcohol Free Policy.
9. Must sign and adhere to the City of Mishawaka Confidentiality Statement.
10. Must acquire and maintain a high level of efficiency in performance of job

PHYSICAL REQUIREMENTS:

Must be able to walk, bend, stoop, crawl, crouch, kneel, reach, and climb ladders both up and down, climb stairs both up and down, lift a minimum of 75 pounds without assistance and have color vision. Must be able to sit for extended periods of time. Must be able to do balancing, pushing, pulling, handling, fingering, talking, seeing, hearing, and turning.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

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