

HIGH VOLTAGE DISTRIBUTION SPECIALIST

Schematic Code 17900 (31000229)

I. DESCRIPTION OF WORK

Positions in this banded class participate in the operation of electrical distribution system. They may provide construction, installation, operation, maintenance/repair, modification, inspection, management of electrical, metering equipment, public lighting, power distribution and other applicable systems. Positions may also work with power plants, generators, switchgear, transformers, fuel handling SCADA Control Systems and other equipment and fixtures.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform routine preventive maintenance and repair of standard equipment. They may construct and install system components, equipment and fixtures. Other responsibilities may include troubleshooting, analyses, calibrations, and modifications to a variety of devices using standard test equipment. Positions maintain records of routine maintenance and repairs.</p>	<p>Positions at this level independently perform construction, installation, operation, maintenance/repair, modification, inspection, management of electrical, fuel handling, public lighting, power distribution and other applicable systems. They may implement preventive maintenance program. Positions retain maintenance and repair records along with documentation. Positions monitor maintenance contractor performance. Non-repetitive work will typically require supervisor involvement in order to ensure the work is performed safely and successfully. Positions may participate or monitor in construction project. Positions may serve as technical resource to lower level technicians.</p>	<p>Positions at this level require limited supervision in the construction, relocation, maintenance, and repair of applicable systems. Positions lead and participate in the construction, maintenance and repair of applicable systems. They participate, lead and/or supervise the construction, installation, operation, maintenance/repair, modification and inspection of applicable equipment completed by lower level technicians to assure compliance to specifications, design and safety code requirements. Positions may be responsible for comprehensive and emergency repairs. Positions maintain records of maintenance and repair work, and may report routinely on maintenance within unit. Positions maintain documentation and maintain inventories and purchases supplies.</p>

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Technical knowledge and skill in a specific technical area(s) and keeps up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.
Equipment Operation	Ability to use specific equipment or machines to meet defined quality and quantity standards.
Safety and Health Compliance	Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.
Problem Solving	Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
Leadership	Ability to work as shift or crew leader. Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Technical knowledge and skill in a specific technical area(s) and keeps up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.

Contributing	Journey	Advanced
<p>General knowledge of construction, installation and maintenance of applicable systems, standard practices, materials, and techniques involved in the construction of primary and secondary overhead and underground distribution facilities.</p> <p>General knowledge of all applicable codes and methods of installation and repair of primary and secondary overhead and underground distribution facilities.</p>	<p>Considerable knowledge of construction, installation and maintenance of applicable systems, standard practices, materials, and techniques involved in the construction of primary and secondary overhead and underground distribution facilities.</p> <p>Considerable knowledge of all applicable codes and methods of installation and repair of primary and secondary overhead and underground distribution facilities; ability to read blueprints, schematics and drawings and to interpret those layouts.</p>	<p>Thorough knowledge of construction, installation and maintenance of applicable systems, standard practices, materials, and techniques involved in the construction of primary and secondary overhead and underground distribution facilities.</p> <p>Thorough knowledge of all applicable codes and methods of installation and repair; ability to read and interpret schematics drawing and recommend corrective actions.</p>

Equipment Operation

Ability to use specific equipment or machines to meet defined quality and quantity standards.

Contributing	Journey	Advanced
<p>Knowledge and skill in the operation and use of applicable equipment, tool and vehicle in the operation, construction, maintenance and repair of primary and secondary overhead and underground distribution facilities.</p>	<p>Considerable knowledge and skill in the operation and use of applicable equipment, tool and vehicle in the operation, construction, maintenance and repair of primary and secondary overhead and underground distribution facilities.</p>	<p>Thorough knowledge and skill in the operation and use of applicable equipment, tool and vehicle in the operation, construction, maintenance and repair of primary and secondary overhead and underground distribution facilities.</p>

Safety and Health Compliance

Ability to understand applicable policies and procedures and maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
<p>Ability to perform tasks and duties safely to avoid danger to self and others. Ability to adhere to applicable rules and regulations, general statutes, safety and health standards, building and electrical codes.</p> <p>Ability to identify and inform supervisor of potential safety problems. Ability to warn others of potential hazards.</p> <p>Ability to follow departmental regulations, codes, policies and procedures.</p> <p>Ability to use appropriate protective equipment following established protocols. Ability to follow appropriate post-emergency procedures.</p>	<p>Ability to anticipate, identify, and resolve potential safety problems and unsafe work practices in assigned area.</p> <p>Ability to inform supervisor of unusual safety concerns and make recommendations for resolution using applicable codes and regulations.</p> <p>Ability to demonstrate to lower level technician and others, safe ways to perform job tasks or the use of equipment.</p> <p>Ability to determine appropriate protective equipment based on established standards.</p>	<p>Ability to regularly assess safety conditions; ability to identify, communicate, and implement accident prevention and corrective measures in work related activities.</p> <p>Ability to apply applicable regulations, codes to enhance work unit processes and procedures. Ability to anticipate departmental safety issues and take proactive steps to maximize safe operations and measure the effectiveness of action.</p> <p>May require ability to train lower level technician in proper and safe use of equipment. Ability to provide feedback to supervisor on compliance. May require ability to assist supervisor in developing or modifying departmental safety policy and procedure.</p> <p>Ability to determine appropriate protective equipment based on established standards. Ability to regularly assess site and shop operations for safety.</p>

Problem Solving

Ability to identify problems, determine possible solutions, and actively work to resolve the issues.

Contributing	Journey	Advanced
<p>Ability to assist higher level technician in identification and resolution of standard/routine problems with systems, electronic devices, equipment, systems through routine inspection and preventive maintenance/testing, after system/equipment failure, or when updating equipment with new technologies.</p> <p>Ability to operate standard test equipment to troubleshoot and repair electronic devices or systems under supervisor of a higher level technician.</p>	<p>Ability to identify and resolve or make recommendations for non-standard/more complex problems with devices, and systems through inspection and maintenance, or after system/equipment installation/failure.</p> <p>Ability to operate specialized test equipment to troubleshoot and repair non-standard electronic devices and systems.</p>	<p>Ability to anticipate and proactively pursue maintenance issues. Ability to determine circuit configuration and function of complex electronics systems in absence of documentation.</p> <p>Ability to troubleshoot and evaluate options for complex electrical system; ability to choose appropriate action by considering potential outcomes; ability to implement/level corrective action.</p>

Leadership

Ability to work as shift or crew leader. Ability to establish expectations and clear direction to meet goals and objectives of on-going work for a group of employees. Ability to motivate and engage employees through effective communication.

Contributing	Journey	Advanced
<p>N/A</p>	<p>May require ability to function as team lead for a program function of moderate complexity.</p> <p>Ability to train others.</p> <p>Ability to monitor work assignments to ensure completion and compliance on assigned shift.</p> <p>May require ability to participate in career development of employees and performance evaluation.</p>	<p>Ability to function in a supervisory role for direct reports.</p> <p>May require ability to perform as a lead for more complex operation.</p> <p>Ability to participate in making work assignments and ensuring compliance with standards, career development of employees, and performance evaluation.</p>

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and six months of electrical experience; or equivalent combination of training and experience. Requires certification(s).

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.