

Department: Village of Lake Placid  
Classification: Competitive

SPEC DISK CC  
DOCUMENT 37

## **ELECTRIC SUBSTATION TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the installation, repair and operation of electric substation computer programs. General instructions are received regarding what tasks to perform permitting considerable leeway for planning the details of each assignment. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Installs, repairs and operates electric substation computer programs;  
Researches and maintains substation conductors, switches, relays and programs;  
Researches and develops training materials for improving programs;  
Maintains batteries for substation switches and relays;  
Develops safety standards for working with substation conductors, switches and relays;  
Attends off site training related to the position when available and necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Basic knowledge of the theory and principles of electricity as they relate to computer programs;  
Good knowledge of the installation, repair and maintenance of electrical substation computer programs; ability to follow simple oral and written directions; ability to record figures accurately and submit legible written records; excellent communication skills and safe work habits; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in an electrical job environment; or an equivalent combination of training and experience to indicate the ability to perform position duties and responsibilities.

Created: 06/04/2013