



APPARATUS ENGINEER

I. POSITION SUMMARY:

The Apparatus Engineer will serve the members and support the goals of Jefferson Energy Cooperative by providing technical expertise in systematically updating, maintaining, and planning for the expansion of the apparatus systems and projects beneficial to the improvement of the cooperative's distribution system.

II. REPORTING RELATIONSHIPS:

- A. Reports to: Apparatus Engineering Supervisor.
- B. Supervises: None.

III. MAJOR RESPONSIBILITIES/ESSENTIAL FUNCTIONS OF POSITION:

- A. Provide technical assistance and support to Apparatus personnel and other departmental projects.
- B. Offers technical support for substation and down-line apparatus areas and personnel of the Apparatus Department.
- C. Develops technical system studies and completes planning reports.
- D. Stays abreast of the developing and newer technologies within the substation and down-line apparatus fields.
- E. Assist with the testing and monitoring of harmonic distortion on JEC's distribution system.
- F. Assists with the programming, testing, and installation of substation and down-line apparatus equipment and the affiliated controls.
- G. Recommends substation and apparatus projects for the annual work program (electric plant additions and system improvements) for the system.
- H. Reviews substation and down-line apparatus maintenance, loading, and alarm

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reports and maintains growth trends for each substation together with a change-out and maintenance schedule for all substation and down-line equipment.

- I. Provides direction and technical assistance related to the purchase, storage, and overall inventory control of substation/apparatus plant materials and supplies in order to adequately meet the needs of the cooperative.
- J. Maintains and programs SCADA communications within substations.
- K. Assists in ensuring the proper coordination of all substation and down-line apparatus protective devices and automatic switch gears.
- L. Assists in preparing composite coordination curves of all protective devices for all substations and downline devices.
- M. Ensures that all protective equipment has the proper fault interruptive rating.
- N. Coordinates work with other departments to accomplish the installation, testing, and troubleshooting of substation and down-line apparatus equipment.
- O. Updates and maintains the SCADA system to meet the needs of Apparatus and other departments.
- P. Installs, removes, maintains, updates, and repairs SCADA equipment and equipment associated with SCADA equipment.
- Q. Assists in programming, testing, and maintaining capacitor equipment.
- R. Works cooperatively with all Jefferson Energy departments and employees to promote the "team" concept at all times.
- S. Makes himself/herself available for any work that may be required at times other than normal working hours and will be expected to take part in the cooperative's "on call" system.
- T. Performs the duties of this position in a manner which is in accordance with established policies, practices, and procedures so as to make a maximum contribution to the objectives of Jefferson Energy.
- U. Attends job training and safety meetings.

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NOTE: The above are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

The **APPARATUS ENGINEER** shall be required to perform any other duties assigned in order to fulfill the objective of the cooperative.

IV. EXTERNAL RELATIONSHIPS:

- A. OPC/GTC/GSOC: Substation and Transmission related subjects; Power Quality Services; Power Supply Restoration.
- B. Consultants: Provide technical data counsel and review study results. Negotiate agreements for services.
- C. Contractors: Negotiate construction contracts and coordinate bid process for facilities.
- D. Government Agencies: Oversee relationship and contracts handled by technicians.
- E. Local engineering firms: contacts for future and existing customers.

**POSITION SPECIFICATIONS****APPARATUS ENGINEER****Job Knowledge, Training Experience:****Required:**

Bachelor's Degree in Electrical or Computer Engineering, or related field;
Valid Driver's License.

Preferred:

Previous work experience at a cooperative;
Engineer in Training Certification;
Previous experience with layout, design, and operation of an electrical distribution system.
Previous experience in computer networking
DOT Medical Card. (Note: If hired, the employee will have to obtain a DOT Medical Card within six months.)

Abilities and Skills:

Personal computer-based skills with knowledge of Microsoft Office Products;
Ability to become proficient in operating distribution equipment for overhead and underground systems;
Excellent oral and written communication skills;
Position performs a variety of duties which require a high degree of accuracy and attention to detail;
Ability to research materials and system coordination devices;
Ability to effectively perform duties with minimal supervision.

Physical Effort:

Must be able to stand, walk and stoop.

Working Conditions:

General office environment and field work; requires some time in excess of normal hours during peak system load time and during emergency power outage situations.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment drug screen is required.