



## JOB SPECIFICATION

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**POSITION TITLE:** Apprentice Substation Technician

**PG:** 209

**BU:** IBEW

**EEO:** 8

**FLSA:** Nonexempt

**OCC CODE:** 1068

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### **POSITION SUMMARY:**

Under immediate supervision, assists in the inspection, testing, maintenance, troubleshooting and repair of substation electrical equipment to ensure safe and efficient operation in providing uninterrupted service to customers. Job requires basic knowledge of concepts, techniques, practices, processes and procedures of substation operation and equipment maintenance and repair, sufficient to perform a range of routine skilled craft tasks. Specific, detailed instructions are provided, requiring some judgment in rearranging work sequences in specific cases. Identifies and suggest solutions to routine and recurring problems. Work is reviewed in progress and upon completion for accuracy and completeness in following instructions. Routine interaction with coworkers within the same work group is required to obtain, clarify or provide facts or information.

Participates in an apprenticeship training program in which successful completion of an approved schedule of work experience and training will be required in order to maintain employment. Employees in this class will enter into a written agreement with JEA and the State of Florida, Department of Labor and Employment Security, Bureau of Apprenticeship.

### **EXAMPLES OF WORK:**

- Participates in classroom and on-the-job training to develop required skills.
- Assists in inspecting, testing, maintaining, troubleshooting and repairing distribution and power transformers; instruments transformers; oil, air, gas and vacuum circuit breakers; circuit switchers; power capacitors; and hook, group and motor operated metal clad substations.
- Assists in testing and repairing voltage regulators.
- Assists in repairing hydraulic, pneumatic and electrical operated equipment.
- Assists in the performance of switching to clear equipment for construction, repair and/or maintenance, as required.
- Participates in system restoration, as required.
- Operates vehicle combinations with gross vehicle weight ratings of 26,000 pounds or more including bucket, derrick, or cargo trailers and semitractors with crane or lowboy trailers.

- Operates truck tankers with tank capacity of 1,000 or more gallons of liquids.
- Maintains tools, equipment, vehicles, and work area in safe and proper working condition.
- Complies with safety rules and regulations and employs safe work practices.
- Operates standard office equipment and uses required software applications.
- Performs other job-related work as assigned.
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- Operates standard office equipment and uses required software applications.
- Performs other job-related work as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Electrical theory and application.
- Power and hand tools.
- Distribution, instrument and power transformers.
- Oil, gas and vacuum circuit breakers.
- Circuit switchers and power capacitors.
- Hook, group and motor operated disconnect switches.
- Insulators, conductors, and rack structures.
- Storage batteries and chargers.
- Mobile units and metal clad substations.
- Basic algebra calculations.
- JEA Safe Work Practices Manual.
- Occupational hazards, safety rules and regulations and first aid.
- TargetSmart concepts.

Skill in:

- Inspecting, testing, maintaining, troubleshooting, and repairing substation electrical equipment.
- Performing mathematical calculations using basic algebra.
- Testing and repairing voltage regulators.
- Repairing hydraulic, pneumatic and electrical operated equipment.
- Maintaining tools, equipment and vehicles.
- Operating assigned vehicles and heavy equipment.
- Operating standard office equipment and using required software applications.

Ability to:

- Acquire new skills and knowledge and successfully complete required classroom and on-the-job training.
- Remain alert in all conditions.
- Transport hazardous materials.
- Identify routine or recurring problems and suggest solutions.
- Understand and follow oral and written instructions.

- Comply with safety rules and regulations, employ safe work practices and administer first aid.
- Read, write, and speak English.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.

**OPEN REQUIREMENTS:**

High School diploma or equivalent.

To be considered for employment the applicant will be required to:

1. Pass the Physical Abilities Test that is representative of the physical demands of the job.

**LICENSING/CERTIFICATION/REGISTRATION:**

A valid driver's license is required prior to employment and must be maintained during employment in this classification; additionally a Commercial Driver's License (CDL) of a certain level and/or with certain endorsements may be required, as will be described in this job specification if applicable.

A valid Class "A" Commercial license with "N" and "H" endorsement is required to be obtained within sixty (60) days of employment and must be maintained during employment in this classification.

*This is a Safety Sensitive position – Transports, mixes, handles, uses, hazardous materials, or is responsible for equipment carrying current, fluids or gas that could endanger the public or employees; and operates Commercial Driver's License (CDL) classified vehicles.*

***Note:** Successful completion of an approved schedule of work experience and training will be required during the entire apprenticeship period in order to maintain employment. Employees in this classification will enter into a written agreement with JEA and the State of Florida, Department of Labor and Employment Security, Bureau of Apprenticeship.*

***Note:** The probationary period for this classification is one (1) year.*

**PHYSICAL REQUIREMENTS:**

<b>Sitting</b>	Up to 8 hours per day	<b>Lifting</b>	Up to 2 hours per day
<b>Walking</b>	Up to 4 hours per day		Up to 50 max. pounds**
<b>Standing</b>	Up to 8 hours per day	<b>Pushing</b>	Up to 2 hours per day
<b>Bending</b>	Up to 2 hours per day		Up to 50 max. pounds**
<b>Squatting</b>	Up to 2 hours per day	<b>Pulling</b>	Up to 2 hours per day
<b>Stooping</b>	Up to 2 hours per day		Up to 50 max. pounds**
<b>Reaching</b>	Up to 2 hours per day	<b>Climbing</b>	Up to 6 hours per day
<b>Balancing</b>	Will not generally apply	<b>Stairs</b>	Up to 3 hours per day
<b>Twisting</b>	Will not generally apply	<b>Ladder</b>	Up to 3 hours per day
<b>Crawling</b>	Up to 2 hours per day	<b>Step-stool</b>	Will not generally apply
<b>Kneeling</b>	Up to 2 hours per day	<b>Excessive heat</b>	Up to 8 hours per day
<b>Typing</b>	Will not generally apply	<b>Excessive cold</b>	Up to 8 hours per day
<b>Data Entry</b>	Up to 8 hours per day	<b>Dust</b>	Up to 8 hours per day
		<b>Humidity</b>	Up to 8 hours per day
		<b>Loud Noise</b>	Up to 8 hours per day
		<b>Hands in Water</b>	Will not generally apply

<b>Unusual hearing or vision demands:</b>	Ability to maintain vision correctable to 20/40.; good depth perception; normal field of vision.
<b>Other physical demands or notes:</b>	Ability to perform work under noisy, dirty, high humidity, hot and cold conditions, at heights and in confined spaces. Free of an irrational fear of noises. Good manual dexterity. Normal sense of smell, range of motion, and sense of balance. Required to pass a qualitative respirator fit test with the ability to wear a respirator without respiratory distress. **JEA employees should not attempt to lift, pull or push a load in excess of 50 lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position.

This position requires that employees be in compliance with JEA procedure ES A0200 A0101 RS 628 Screening Personnel Risk Assessments (pre-hire for “FACTA” designations; pre-hire and recurring for “CIP” designations).

**DATE APPROVED:** 12/18/03

DATE REVISED: 03/03/04, 06/30/04, 10/1/12; 4/15/16; 8/31/2016

**REQUIRED SIGNATURES:**

**Manager's approval:**

Please review the job specification and physical requirements above. If you accept the job specification and physical requirements, initial and date the appropriate line(s).

	Initials	Date
Accept Final Job Specification	LGP (via email)	10/31/03
Accept Physical Requirements	LGP (via email)	10/31/03

**Bargaining Unit/Pay Plan:**

Please review the class specification and proposed pay grade. If you accept the class specification and/or pay grade without comment, initial and date the appropriate line(s).

	Initials	Date
Accept class specification	_____	_____
Accept the assigned pay grade	_____	_____