



UNION JOB DESCRIPTION

TITLE: Relay Trainee

DEFINITION:

Under the direction of the Lead Relayman, Relayman or the Manager, Substation Construction & Operations, the Relay Trainee advances through a program which prepares the Trainee for progressively more complex and challenging work assignments involving protective relays and control circuits. The Trainee learns to perform maintenance tests of relays and controls through a three year on the job training program working with other experienced employees, gaining ability to work independently as they become proficient in performing relay testing tasks.

DISTINGUISHING CHARACTERISTICS:

This position requires a technical aptitude in order to learn the complexities of system protection as it applies to the Districts' distribution and transmission substations. This classification prepares the successful candidate for the most electrically complex work within the Substation Department, such as performing electronic troubleshooting and diagnostics, protective relay calibration and repair, computer programming, data network configuration, SCADA checkout / testing, and similar functions.

This classification is a training position where the incumbent learns, through on the job training and related class/coursework, all of the Relayman classification duties. The three year training program is comprised of six (6) progression levels which would take approximately six months in each step. Training at each level is defined by the "Relay Training Program" that is jointly developed by union and company employees. Trainees will receive two or more evaluations at each level.

Advancement from one level to the next requires that the Relay Trainee successfully complete the required on the job training, associated course material and pass the skills assessment exam. Upon completion of Level 6, the trainee will be placed in the Relayman classification.

The nature of this training program requires continuity of skill training. However, the trainee may be assigned Wireman duties temporarily based on work requirements. The Relay Trainee classification is not eligible to bid on a Wireman Foreman job posting.

The successful relay trainee will be a self starter, a problem solver, attentive to details, and display ability to work independently. This position requires significant technical ability.

This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

BASIC RESPONSIBILITIES:

1. Completes required on the job training and course work as outlined in the Relay Training Program to:
 - Set, test, commission and prove operation of relays and controls, and associated circuits on switchgear, circuit breakers, transformers and switches.
 - Perform preventative maintenance, repair and acceptance testing on all types of protective relays, substation gateways, IED's, potential devices, and current transformers.
 - Set up and test networks to transfer data between relays, gateways, and other substation devices.
 - Operate substations and equipment as required to perform these duties.
 - Maintain system relay records and data.

- Perform tests to insure correct operation of the RTU and SCADA and associated equipment.
- Test all new and rebuilt substation equipment before placing into service.

2. Maintains an organized and neat working area.

OTHER RESPONSIBILITIES:

1. Performs other related duties as assigned, including duties of Wireman.

MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with:

Knowledge of:

- Algebra and trigonometry.
- Electrical/Electronics theory.
- Computers, computer programs, and computer databases.
- Substation equipment and operations

Ability to:

- Read and interpret substation electrical drawings.
- Analyze and resolve problems
- Learn and comprehend complex or sophisticated substation equipment.
- Perform electrical tests of relays, circuits and associated equipment. Repair and adjust relays and control equipment.
- Use electrical/electronics theory to troubleshoot equipment problems.
- Efficiently and effectively use computers in a variety of tasks.
- Communicate both orally and in writing.
- Work effectively with all levels of the organization, other utilities and customers.
- Use algebra and trigonometry.
- Handle tools to repair and adjust relays and control equipment.
- Quickly recognize colors.

Education/Experience:

- High School diploma or equivalent.
- Three (3) years of electrical work experience in an electrical utility environment, working with high-voltage substation apparatus.

License , Certification and/or Testing:

- Possess a valid Washington state driver's license.
- Possess a valid First Aid certificate.
- Possess a valid CPR certificate.
- Passes a dexterity test.
- Passes a color recognition test.
- Composite score on mathematics, computer skills, and electrical/electronics competency tests of 80% or greater.
- Successful completion of an interview process (external applicants only, not required for eligible internal bidders).

PREFERRED QUALIFICATIONS:

- One year experience as a Snohomish PUD Wireman is preferred.

WORKING CONDITIONS:

- Work is performed in an outdoor environment in varying weather conditions.
- May be exposed to heat, radiation and loud noises.
- Must be able to lift and carry heavy equipment and materials up to 60 lbs.
- Must be able to work in elevated positions.
- May be exposed to energized equipment.
- Must be able to work long hours as storm conditions dictate.
- Subject to 24-hour call-out for emergency conditions.