

## UNION JOB DESCRIPTION

**TITLE: Substation Lead Foreman**

### DEFINITION:

Supervises the activities and works with Wire Foremen, Wiremen, Apparatus Shop, Wire Support Specialist, Wire Trainer, Trap/Battery Crews, Equipment Operator, and Wire Apprentices to construct and maintain substation equipment in accordance with safety and construction standards and regulations. Coordinates activities associated with substation construction and maintenance work, including station drawings, equipment, materials and personnel. Reviews drawings and plans prior to job assignments, so that installation and maintenance are efficient and effective. Performs field visits, observing substation construction and maintenance activities ensuring efficient and safe use of resources in the most cost-effective manner.

### DISTINGUISHING CHARACTERISTICS:

The Substation Lead Foreman classification is distinguished from the Foreman classification by increased responsibility for directing, training and assessing employees and ensuring safety rules and regulations are followed. This position is responsible for ensuring coverage of their duties in advance of accepting overtime that may interfere with them. This position also performs the duties of Relayman, Wireman, or Wireman Foreman (upon completion of Foreman-In-Training program and deemed otherwise qualified from prior job classification) in scheduled overtime, call outs, emergency situations and other duties as assigned.

The Substation Lead Foreman is required to periodically make unannounced job site visits after hours at a frequency determined by the Manager or Senior Manager. The Substation Lead Foreman is expected to respond when significant circumstances, as pre-determined by the Manager or Senior Manager, require the presence of the Substation Lead Foreman on site. The Substation Lead Foreman may take call outs as part of regular crew structure but will be placed at the bottom of the Journeyman classification call out lists.

The Substation Lead Foreman shift will begin thirty (30) minutes before the designated Core Hours of the substation construction group. The Substation Lead Foreman shall receive one-half (1/2) hour of overtime pay as set forth in Subsection 7.2.1.

The Substation Lead Foreman is Lead position and will be governed by the LTC (Leadership Training Committee) in accordance with 6.3.4.

The Substation Lead Foreman position shall be filled through the Foreman in Training (FIT) program candidate pool. If a FIT program has not yet been established, the selection will be made through a joint collaborative interview process comprised of an equal number of management and represented members. Represented members participating in the interview process will be selected by IBEW Leadership.

### BASIC RESPONSIBILITIES:

- Responsible for overseeing and directing Wire Crews (All Wireman classifications, Apprentice Wireman, Equipment Operator, and other District personnel) in the construction, installation, repair, maintenance and removal of electrical wire equipment and accessories associated with the substation systems, energized or de-energized, overhead and underground in accordance with safety and construction standards and regulations. Assigns work, schedules employees, and assists management with setting priorities. Coordinates and monitors the daily activities of Substation Unit employees including ensuring efficient, quality, and productive departmental work.
- Assists the Manager by investigating special projects for workability, safety, and equipment needs. Coordinates Substation work job/project schedules with other departments (example, Engineering, Drafting, etc.) before physical work begins Ensures that drawings are precise, equipment is

available. Upon project completion, notifies other affected departments and follows up with “cleanup” tasks.

- Troubleshoots problems, coordinates investigation of any suspect substation equipment or SCADA alarms. Handles substation jobsite problems. Works with substation personnel on maintenance and construction issues; develops solutions to difficult problems. Deals with workday substation alarms and other issues reported by Energy Control Center.
- Works with the Wire Foremen, Relaymen, and Engineers to improve project designs or construction standards so that work is efficient and reliable. Generates switching requests, 1818's, and notifications for all Substation foremen. Serves as a point of contact with other departments during origination and work planning for construction jobs. Writes project reports as requested.
- Works with the Manager and other departments in planning station outages and helps create and submit switching orders to ECC.
- Evaluates staffing needs of the department and makes recommendations for anticipated needs of department.
- Enhances communication and relationships with other departments and Wire crews.
- Assist the Manager with planning and development of long-term projects and schedules

#### OTHER JOB Functions:

- Assist in the development of department goals and objectives and department budget.
- Assist in the leading and staffing for substation and oil spill response during major outages to coordinate the Districts restoration activities.
- Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Knowledge of:

- District Accident Prevention Manual and WAC Electrical Safety Rules, Chapter 296-45 WAC.
- Safety, First Aid and CPR methods.
- District and Substation Policies, Procedures and Directives.
- Collective Bargaining Agreement.
- Work Management Methods.
- Leadership techniques.
- Substation switching, switching orders, switching and clearance manual and station one lines.
- Control, metering, and test switch wiring practices.
- Communication technologies, system transmission and distribution configurations and standards.
- Substation construction, maintenance, and operations.
- Analytical and problem-solving techniques.

Ability to:

- Coordinate and direct the work of others, including organizing personnel during unexpected situations and equipment outages.
- Foresee work requirements, initiate tasks, and work without close supervision.
- Identify, analyze, and resolve complex problems.
- Communicate effectively both orally and in writing. Work effectively with all levels of the organization, other utilities and customers.
- Read and interpret circuit diagrams as applied to relays and controls.
- Perform electrical tests on all types substation, circuits and associated equipment.
- Use computers and software applications (Outlook, Excel, Cascade, etc.).
- Anticipate potential problems and take preventative measures.
- Manage confidential information.
- Use independent and discretionary judgment

Education/Experience:

- Ten (10) years directly related to electrical utility experience. Seven (7) of those years performing as a District Wireman, Wire Foreman, Journeyman Relayman, or combined experience.

License, Certification and/or Testing:

- CPR and First Aid Card
- Valid Washington State Driver's License with a good driving record.
- Journeyman Wireman and/or Relayman Certification
- Foreman in Training (FIT) program candidate pool or successful completion of a joint collaborative interview process.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments with varying weather conditions.
- Employees risk physical hazard from energized equipment and circuits.
- Must be able to lift and carry heavy equipment and materials up to 60 lbs.
- Must be able to work in elevated positions.
- Must be able to work long hours when storm conditions dictate.
- This position may be required to work non-standard hours and respond to call-outs as emergency conditions dictate.
- Must be willing to work overtime, weekends and holidays.
- Subject to 24-hour call-out emergency conditions.