



UNION JOB DESCRIPTION

TITLE: Wireman Support Specialist

DEFINITION:

Works with all Substation personnel in the construction and maintenance of substation equipment in accordance with safety and construction standards and regulations. Develops and maintains relationships with manufacturers and representatives for product support, as well, with other internal departments.

DISTINGUISHING CHARACTERISTICS:

The Wireman Support Specialist is a full-time position working under the direction of the Manager, Substation Construction, Operations & Apparatus and Substation Lead Foreman. This position is responsible for ensuring coverage of his/her duties in advance of accepting overtime that may interfere with them. This position may also perform the duties of prior job classifications (Relayman, Wireman or Wireman Foreman) in scheduled overtime, call outs, emergency situations and other duties as assigned.

This position is a bid position that requires an interview. The interview team will be comprised of an equal number of management and represented members. Represented members will be by the selection of the IBEW. The District will select the successful candidate.

BASIC RESPONSIBILITIES:

- Attend pre-construction meetings to determine support needs of the project such as: stage material, tools, test equipment, equipment rental, project schedules, etc.
- Oversees upkeep and layout of the substation shop, tool inventory and lock up, material room, mezzanine and inventory.
- Works with foremen for job site material problems and arranges for on-site material deliveries.
- Develops a working relationship with vendors, contract and purchasing, accounting, engineering, warehouse, standards and other departments.
- Uses SAP for purchases of non-stock coded materials, including creating purchase requisitions and contracts. Receives all substation non-stock materials. Checks, approves, and routes all purchase invoices noting proper budgetary codes and accountability.
- Assists in conducting research into equipment and vendor failures.
- Attends weekly work-coordination meeting
- Acts as resource for acquiring hard to find, specialized parts.
- Acts as a resource for Engineering, managers, Crew Coordinator, Trainer and others on substation projects.
- Ensures proper utilization and care of equipment assigned.
- Performs tasks associated with salvage and/or disposal of scrap material.
- Completes work in a safe and efficient manner.

OTHER RESPONSIBILITIES:

- Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamentals of metering.
- Current overhead and underground practices.

- Applicable policies, procedures and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, etc.).
- District Accident Prevention Manual, OSHA, WAC and PUD Switching and Clearance Manual.
- Various forms, reports, time slips and how to complete them.
- Instructional techniques and methods.
- Leadership techniques.
- Analytical and problem-solving techniques.
- District's contracts and purchasing policies and procedures.
- High voltage equipment and industry sources to locate replacement parts.

Ability to:

- Handle and use tools, material, equipment, etc., common to the utility industry.
- Communicate, both verbally and in writing, and work effectively with District personnel, other utilities and customers.
- Use computers and software applications.
- Inventory, purchase, file, ship, receive, inspect and invoice, including disposal of salvage and scrap.
- Perform multiple tasks at a time and keep track of schedules and deadlines.

Education/experience:

- Three (3) years Journeyman Substation Wireman experience or equivalent high voltage electrical experience.

License or certification:

- Valid current Washington State Commercial Driver's License (Class A) within six months of start date.
- Current CPR/First Aid Card.
- Journeyman Wireman Card

WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from energized equipment and circuits.
- Must be able to lift and carry heavy equipment and materials in excess of 60 lbs.
- Must be able to work in elevated positions.
- Must be able to work long hours.
- Subject to 24-hour call-out.
- Repetitive use of a computer, keyboard and mouse.