

Wireman Training Coordinator

Department:	Substation Construction	Grade:	1847
FLSA Status:	Non-exempt	Job Code:	20000847
Union/Non-Union:	Union	Manager Level:	Non-Manager
CBA Unit:	Substation	Supervises:	None
		Reports To:	Mgr Substation Construction

DEFINITION:

Develops, organizes, coordinates and provides District employees with job related vocational training common to the electric industry. This position is under the direction of the Manager, Substation Construction Operations & Apparatus or designee.

DISTINGUISHING CHARACTERISTICS:

The Wireman Training Coordinator is a full-time position. This position is responsible for ensuring coverage of his/her training 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 from prior job classification) in scheduled overtime, call outs, emergency situations and other duties as assigned. The Wireman Training Coordinator is a bid position with selection of the successful candidate through a joint labor/management interview committee (6.2.5 & 6.2.7).

BASIC RESPONSIBILITIES:

Plans, develops, organizes and implements specialized vocational training programs. Includes demonstrations of practical and technical skills required in the trades and lectures on theory, practices, methods, procedures and terminology. Maintains employee training records and future and anticipated training needs including accomplishments and recertification dates.

Schedules and coordinates vocational training needs for the Substation Unit.

Coordinates training scheduling between the Substation Crew Coordinator, managers, contractors and other utilities.

Acts as liaison between the District and other utilities to provide vocational training upon request or to assist in development of utility vocational training programs.

Maintains vocational training records for employees and public safety educational programs using the District's online learning management system.

Provides training regarding applicable safety rules contained in the District's Accident Prevention Manual, OSHA, WAC, and PUD Switching and Clearance Manual.

Works with Substation Crew Coordinator and Substation Maintenance Engineer to: Acknowledge and understand equipment operation/maintenance, equipment updates/improvements and develop/provide proper employee training. Performs test equipment, mechanical tools/devices, and safety training as required. Assists at job sites when needed to refresh employees on equipment operations/testing.

BASIC RESPONSIBILITIES: (Continued)

Trainer will assist the substation crew coordinator with apprentice step testing and relay trainee testing as needed (and based on the prior job classification).

Reads and interprets work sketches and plans.

Completes time slips and necessary reports affecting Crew or job assignments.

Ensures proper utilization and care of equipment assigned.

Completes work in a safe and efficient manner.

Assists and advises on the District's Apprenticeship Programs as needed.

Attend seminars to improve communication and training skills. Participate in on-going training in Conservation Voltage Reduction (CVR) and Distribution Automation System (DAS) equipment.

OTHER RESPONSIBILITIES:

Performs other associated duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Safe work practices and procedures.
- Fundamentals of metering.
- Current overhead and underground practices.
- 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.

Ability to:

- Handle and use tools, material, equipment, etc., common to the utility industry.
- Direct the work of others being trained.
- Adhere to District policies, procedures and the Collective Bargaining Agreement.
- Communicate effectively, both orally and in writing.
- Use computers and software applications (Outlook, Excel, Cascade, etc.)
- Adhere to Substation policies, processes and procedures.

Education/Experience:

- Three (3) year's District Journeyman Substation Wireman experience.

MINIMUM QUALIFICATIONS: (Continued)

License or Certification:

- Current Washington State Driver License
- Current CPR/First Aid Card.
- Journeyman Substation Wireman card.

Preferred Qualifications:

- N/A

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 opportunity.