

KAUAI ISLAND UTILITY COOPERATIVE

JOB DESCRIPTION and QUALIFICATION REQUIREMENTS

POSITION:	HELPER APPRENTICE QUALIFIED SYSTEM ELECTRICIAN	DATE: 06/02/05
DEPARTMENT	Engineering & Operations	
SECTION:	Substations	
SUPERVISED BY:	Substation Operations Engineer	

SUMMARY:

Assists personnel of higher classification in performing electronic, electrical and mechanical installations, maintenance, troubleshooting, calibration, and testing on substations and related equipment. Performs unskilled and semi-skilled work under direct or indirect supervision.

TOOLS & EQUIPMENT:

Hand and power tools, oscilloscope, signal generators, multi-meters, wattmeter, rotating standard, power factor, phase sequence indicator, protective relay test set, circuit breaker timing tester, transformer turns ratio test set, transformer oil dielectric tester, material handling equipment, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Assists personnel of higher classification in performing the following:
Installation, maintenance and testing of power system apparatus and controls in substations, power plants, vaults, manholes, and overhead & underground systems.
- Examples of apparatus and equipment including but not limited to the following:
Generators, transformers, circuit breakers, voltage regulators, switchgear, protective relays and switchboard devices, SCADA RTU's and equipment; radio systems and telemetering equipment, remote and automatic control systems; primary meter loops, Watt & Var metering, etc.
- Assists personnel of higher classification in performing substation maintenance work such as the overhaul, testing and calibration of all types of electrical and mechanical equipment such as, but not limited to, reclosers, transformers, generators, switchgear, motor control centers, load centers, etc.
- Assists personnel of higher classification respond to electric system problems to troubleshoot and repair electrical, electronic, and mechanical equipment by use of hand tools, multi-testers, relay test equipment, meggers, oscilloscopes, etc.
- Assists personnel of higher classification in the installation, testing and maintenance of all types of radio communication equipment, telemetering, remote and automatic control systems.

- Ability to read, interpret and work from electrical and electronic drawings, manuals, instruction books and the like in performing his/her work.
- Applies company construction and safety standards and other applicable rules and procedures.
- Maintains detailed records of all maintenance activities on mechanical, electrical and electronic system equipment.
- Makes customer contact as may be necessary to perform his/her duties.
- May drive company vehicles to carry personnel and/or materials.
- Performs similar and incidental duties.

NOTE: The above job description contains the general data considered necessary to isolate factors affecting the job evaluation and is not to be construed as an accounting of all duties and requirements that may be inherent in the job.

QUALIFICATION REQUIREMENTS:

- Color blindness not acceptable.
- Must pass differential aptitude tests (standardized tests of verbal reasoning, abstract reasoning, mechanical reasoning, and numerical ability).
- Must have or be able to qualify for State of Hawaii driver's license, Type Code 3.
- Must pass written job knowledge and performance tests.
- Prefer either an FCC General Radio Telephone Operator's License, State Journeyman Electrician's License, or State Journeyman Industrial Electrician's License, depending on the need at the time of the posting.
- Must have demonstrated ability to maintain detailed files and records of drawings, manuals and maintenance activities.

Language Skills:

Ability to effectively present information and respond to questions from customers and the general public in English.

Must possess good interpersonal skills and organizational skills to handle multiple priorities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. The employee is required to walk, bend and reach with hands and arms.

The employee must occasionally lift, carry and/or move up to 75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise and dust level in the work environment is as would be encountered in normal commercial/industrial sites.

Outdoor work is required.

Computer Skills:

Prefer PC skills and preferably proficient in Microsoft Office Applications.

EDUCATION and/or EXPERIENCE:

- A.A.S. in Electronics Technology is preferred.

Job Description and Qualification Requirements
HELPER (APPRENTICE QUALIFIED) SYSTEM ELECTRICIAN

Date: 06-02-05

Approved by Company:

**VICE PRESIDENT,
ENGINEERING & OPERATIONS**

DATE

HUMAN RESOURCES

DATE

Approved by Union:

UNION REPRESENTATIVE

DATE