

KAUAI ISLAND UTILITY COOPERATIVE

JOB DESCRIPTION and QUALIFICATION REQUIREMENTS

POSITION:	SYSTEM ELECTRICIAN	DATE: 04-13-05
DEPARTMENT	Engineering & Operations	
SECTION:	Substations	
SUPERVISED BY:	Substation Operations Engineer	

SUMMARY:

Performs electronic, electrical and mechanical installations, maintenance, troubleshooting, calibration, and testing on substations and related equipment.

TOOLS & EQUIPMENT:

Hand and power tools, oscilloscope, signal generators, ammeter, voltmeter, wattmeter, rotating standard, power factor, meters, 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:

- Works alone and with other personnel 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 include 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.
- 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.
- Reads, interprets and works from electrical and electronic drawings, manuals, instruction books and the like in performing his/her work.
- Makes schematic sketches and layouts of various equipment and systems.
- Works with supervises and instructs personnel in lower classification.

- Understands the hazards involved in the work and applies personal protective equipment where necessary, promotes safe work practices and enforces company safety rules.
- Maintains detailed records of all maintenance activities on mechanical, electrical and electronic system equipment.
- Checks dielectric strength of transformer oil, dries out electrical machinery and equipment, and tests insulation resistance of existing transformer, armatures, rotors and field coils.
- Makes customer contact as may be necessary to perform his/her duties.
- Is responsible for the protection of the public and for truck tools and equipment as used.
- Is responsible for completion of job and inspection report sheets.
- Operates material handling equipment and vehicles.
- Is responsible for company vehicles and equipment assigned.
- 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 be able to pass PUC Motor Vehicle Physical exam and company physical exam.
- 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.

- Must have a valid State of Hawaii driver's license, Commercial Driver's License (CDL) preferred.

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:

- Must be a graduate of the System Electrician Apprenticeship Program or demonstrate equivalent training and/or experience through written examinations and/or job performance.

Approved by Company:

Joel Lewis
VICE PRESIDENT,
ENGINEERING & OPERATIONS

4/13/05
DATE

Sammy Proffort
HUMAN RESOURCES

4/13/05
DATE

Approved by Union:

Reg. S. Francis
UNION REPRESENTATIVE

4/25/05
DATE