***JOB PURPOSE***

Plans, organizes and documents preventive and corrective maintenance, modifications or additions, inspection and testing for substation assets to ensure a technically sound and cost-effective maintenance program that provides high work force productivity, work quality and minimal SMUD asset outage.

***NATURE AND SCOPE***

Serves as an advanced journey-level resource in a relevant professional discipline; works independently on projects of moderate complexity; exercises independent judgment and discretion; may serve in a Lead role and assist in planning, coordinating, prioritizing, monitoring, and evaluating the work results in assigned area and in selecting, training, motivating, evaluating and developing lower-level personnel.

***ESSENTIAL FUNCTIONS***

*Work may include, but is not limited to, the following: (NOTE: While in general all the functions and requirements listed are essential, individual positions and/or locations may not require all duties be performed.)*

1. Identifies transmission and distribution substation equipment and systems problems and confirms diagnosis of maintenance requirements and/or modifications or additions by reviewing technical manuals; reviews and screens maintenance notifications for accuracy and completeness; communicates with maintenance staff and/or originators of maintenance notifications to obtain additional information; inspects physical plants; conducts testing and analysis of equipment; reviews and analyzes equipment failure and performance history; researches plant work history.
2. In accordance and collaboration with pertinent SMUD staff, prepares plans for corrective and preventive maintenance work on SMUD substation assets by researching and balancing criticality of plant operations; analyzes history of equipment failure and performance history; reviews availability of equipment outage.
3. Prepares and issues work packages for completion of planned maintenance work and modifications or additions by preparing technical documents; arranges for clearance of plant or equipment outages; provides detailed work instructions to meet defined problems and related work scope; verifies availability of required tools and materials; verifies plant/equipment testing and worker skill and qualification requirements; specifies necessary schedules.
4. Schedules and coordinates corrective and preventive maintenance by assessing SMUD maintenance personnel resources compared to workload requirements; identifies needs for staff augmentation or contractor support to complete required work; verifies availability of material and equipment access; develops alternative approaches to work; verifies and issues scheduled work orders; issues contracts to external contractors as needed.
5. Develops, communicates, negotiates and obtains approval of outage plans by SMUD management staff; arranges plant clearances with power system operators for equipment and/or plant outage; assembles and prioritizes all work requiring plant outages; develops alternative approaches to work for outage-restrained systems; leads outage review meetings to assure plans and objectives are clear and achievable.
6. Develops and maintains corrective work history documentation for all preventive maintenance and plant modifications/additions; ensures accurate, up-to-date SMUD records that reflect detailed completed maintenance records in compliance with SMUD policies.
7. Plans, coordinates, prioritizes, monitors, and guides work activities with work-unit employees to meet established task objectives and deadlines by following established policies and precedents; provides staff training; promotes staff safety and a safe work environment; assists in selecting and orienting new personnel; assists in evaluating work performance results; participates as a team member in accomplishing objectives; refers problems to supervision where solutions are not readily achievable.
8. Assists in administering the department budget by participating in planning, monitoring and revising schedules, work plans, expenditures and assignments.
9. Plans, coordinates, prioritizes, monitors, guides, reviews and conducts work activities associated with department internal/external projects in accordance with established task objectives and schedules as outlined in the project plan/contract.
10. Performs related duties as required.

***MINIMUM QUALIFICATIONS***

***Knowledge of:***

Methods, materials, and equipment used in maintenance and modification of substation equipment; techniques and requirements for pre- and post- maintenance inspection and testing of plant components; technical knowledge of plant and system operations; substation operation and control systems; testing, analytical diagnostic and other troubleshooting methods; procurement process and specification conventions for parts and materials; performance management techniques related to project management; techniques for estimating personnel hours and skills required for maintenance work; maintenance procedures; basic mathematical principles; procedures and practices for cost control and project scheduling; techniques and practices for problem research and resolution; methods and techniques for planning, organizing, directing and controlling work activities; policies and procedures related to supervisory practices and employee rights; safety policies, practices and procedures; pertinent policies, procedures, and other special agreements; methods and techniques for report reparation and writing; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards.

***Skill to:***

Analyze and accurately diagnose sources of substation plant and asset operational problems and repair needs; read and interpret plans, diagrams and specifications; interpret and apply SMUD policies, procedures, and/or other special agreements; plan, organize, direct, control and review the work of others; schedule and prioritize own work assignments to meet expected time frames; gather data from appropriate sources and identify relevant factors; evaluate and resolve complex technical issues; interpret, clarify, understand and analyze verbal/written information and ideas; ensure adherence to safe work practices and procedures; express ideas/facts clearly and concisely to individual or groups, taking into account the audience and nature of information; utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally.

***Education:***

High school diploma or equivalent; related college level technical training is desirable.

***Experience:***

5 to 7 years progressively responsible work experience that included performing maintenance or modification work at operational electrical transmission and distribution substations, diagnosing and planning substation maintenance, project and outage management, and experience with applicable work management and procurement software packages.

***LICENSES AND/OR CERTIFICATIONS***

Valid California drivers license.

***PHYSICAL CHARACTERISTICS***

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.