

## **POSITION DESCRIPTION**

### **Moon Lake Electric Association, INC.**

**POSITION TITLE:** Substation Engineer

**DEPARTMENT:** Engineering

**POSITION GRADE:** S2

**DATE REVISED:** 8/30/2023

**APPROVED:**

**General Manager** \_\_\_\_\_

**Department Head** \_\_\_\_\_

#### **OBJECTIVE**

Responsible to the Manager – Engineering for performing engineering duties related to the planning, layout, and installation of substations, and related equipment.

**REPORTS TO:** Manager - Engineering

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Design of substations including siting, layout, material specification, engineering calculations, drafting, and inspections.
2. Designs system protection at transmission and distribution levels.
3. Assists with development and continued improvement of departmental standards.
4. Provides construction oversight to ensure substations are built to design specifications.
5. Supports substation commissioning efforts to ensure equipment operates to manufacturers specifications.
6. Works with engineering staff to ensure correct data is passed to the SCADA system and verifies equipment can be operated remotely.
7. Revise and updates drawings reflecting design changes to ensure prints reflect latest installation.
8. Performs all other duties as required.

#### **POSITION CHARACTERISTICS**

**A. Fair Labor Standards Act Provision**

The position of Substation Engineer is a bona fide administrative position under the provisions of the Fair Labor Standards Act and exempt from Cooperative policies and procedures pertaining to overtime hours and premium pay.

**B. Minimum Qualifications**

**Education:** Bachelor's Degree in Electrical or Mechanical Engineering or an equivalent combination of work experience and education preferred. Applicant must have passed the Fundamentals of Engineering exam. Professional Engineering license preferred.

### **In Addition To**

**Experience:** Three years' electric utility engineering experience required related to substation design.

#### **C. Essential Physical and Mental Demands**

**Physical:** Position requires limited physical effort with some lifting or small physical exertion. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

**Mental:** Position works primarily with concrete (factual) information which must be processed with accuracy and require communicating such information to others both verbally and in written form.

**Working Conditions:** A significant portion of work is performed in an office setting in a controlled environment where the noise level is low, and the work area is not crowded. Outside work is also required. Employee is required to perform construction oversight which may occur during any season of the year. Employee must be able to work in varying weather conditions.