

EL PASO ELECTRIC COMPANY

JOB DESCRIPTION

TITLE: Supervisor – Relay Construction/Maintenance **CLASSIFICATION NUMBER:** 013342 **GRADE LEVEL:** 11
DEPARTMENT: Substations & Relay **DIVISION:** Transmission & Distribution **LOCATION:** Vanderbilt

JOB PURPOSE:

Under the general supervision of the Manager – Substation & Relay is responsible for coordinating, scheduling and overseeing the installations and maintenance of the Relay protection equipment, and the construction of protection facilities within the Company’s service area.

EDUCATION AND/OR SPECIAL TRAINING:

1. Bachelor's Degree from an accredited college or university in Electrical or related field; or an equivalent combination of training and experience.

EXPERIENCE AND MINIMUM REQUIREMENTS:

1. Minimum of eight (8) years in the construction and maintenance of electrical systems or protection engineering.
2. Ability to understand relay protection schemes in all areas of system protection.
3. Broad knowledge of construction methods and standards, materials, and equipment used in electrical design and wiring, maintenance procedures and practices, and safety procedures and practices.
4. Ability to organize coordinate and schedule various projects; interpret union contract; prepare comprehensive reports; and supervise the work of others.
5. Valid Driver's License and must comply with the Company's Driving Policy.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain good working relationships with officers, managers, supervisors, fellow employees, representative of the agencies, outside consultants, and the public.
8. Ability to maintain a strong sense of propriety concerning confidential matters.
9. Available to work long and irregular hours.

ESSENTIAL JOB FUNCTIONS:

The following essential job functions are accomplished by utilizing a CRT, personal computer it keyboard and/or mouse, photocopy machine, facsimile machine, two-way radio, overhead projector and other related equipment.

1. Schedule the substation maintenance of Protection Relays and construction of substation Protection schemes designed by the Relay Engineers within the Company’s service area.
2. Supervises and oversees all maintenance, installation and construction projects and crew to ensure compliance with engineering, WECC, and NERC specifications and plans.
3. Prepares daily, weekly and monthly maintenance schedules of substation equipment and facilities.
4. Reviews engineering plans and coordinates modifications to the plans with engineers.
5. Coordinates construction or maintenance projects with crews or contractors.
6. Prepares progress reports of ongoing construction and/or maintenance projects.
7. Prepares and reviews project specification and cost estimations.
8. Prepares requisitions for parts, materials, and equipment needed for the construction and/or maintenance projects.
9. Maintains inventory list of equipment parts, materials and equipment.

REPORTS TO: Manager - Substation & Relay **APPROVAL:** **DATE:** 08/09

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10. Maintains relay maintenance schedules and relay database information on settings, test dates, and CT ratio's.
11. Trains employees on the procedure and practices used by the department.
12. Assists Safety and Training Specialist on the Apprenticeship training program for new employees.
13. Evaluates employee performance and conducts training and coaching sessions.
14. Responsible for ensuring the enforcement of and compliance with all applicable Company policies, procedures and code of ethics as well as all applicable governmental laws and regulations to include employment, safety and environmental standards and regulations.

OTHER JOB FUNCTIONS:

1. Performs other related tasks that are not included, but are within the context of duties defined.

ENVIRONMENTAL DEMANDS:

1. The incumbents in this classification are subject to both outside and inside environmental conditions and temperature changes; exposed to loud noises, where the incumbents have to shout in order to be heard; exposed to hazards including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, high places, exposure to high heat and/or to chemicals; and exposure to oils or other lubricants that may include skin exposure. Incumbents may be required to wear safety equipment and/or a respirator at times.

PHYSICAL DEMANDS:

1. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
3. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
4. Stooping: Bending body downward and forward by bending spine at the waist.
5. Kneeling: Bending legs at knee to come to a rest on knee or knees.
6. Crouching: Bending the body downward and forward by bending leg and spine.
7. Reaching: Extending hand(s) and arm(s) in any direction.
8. Standing: Particularly for sustained periods of time.
9. Walking: Moving about on foot to accomplish tasks.
10. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
13. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
14. Grasping: Applying pressure to an object with the fingers and palm.

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15. Feeling: Perceiving attributes of objects, such as size, shape and temperature or texture by touching with skin, i.e., fingertips.
16. Talking: Expressing or exchanging ideas by means of the spoken word; those activities in which detailed or important spoken instructions must be conveyed to other workers accurately, loudly or quickly.
17. Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
18. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
19. Visual acuity: Color, depth perception and field of vision to include measurement devices for close inspection and analysis.

REVIEWED BY:
EMPLOYEE RELATIONS REPRESENTATIVE _____
Revised 05/01
Revised 05/07

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ATTRIBUTES:

- Builds rapport well; is a good listener
- Listens and checks before acting.
- Picks up on technical things quickly.
- Is seen as a team player and is cooperative
- Comfortable around higher management.
- Has patience to hear people out.
- Learns quickly when facing new problems.
- Isn't upset when things are up in the air.
- Capable of coming up with new ideas and connecting them to previously unrelated notions.
- Dedicated to meeting the expectations and requirements of internal & external customers.
- Can marshal resources to get things done, multi-tasking capable.
- Uses his/her time effectively and efficiently.
- Can effectively cope with change. Can effectively handle risk and uncertainty.
- Command skilled, takes unpopular stands if necessary.
- Makes decisions in a timely manner. Under tight deadlines and pressure.
- Have the functional and technical knowledge/skills to do the job at a high level of accomplishment.
- Capable of identifying length and difficulty of tasks and projects.
- Capable of developing schedules, measuring performance, and evaluating results.
- Capable of seeing hidden problems, solves difficult problems with effective solutions.
- Conflict Management - Sees conflicts as opportunities
- Knows how to organize people and activities.
- Capable of identifying opportunities for synergy and integration of tasks and resources.
- Capable of bringing out the best in people. Is a clear communicator.

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