SUMMARY
Assist with performing the work associated with and including, but not limited to, the installation, testing, inspection, calibration, and repair of all system protection devices, transducers, and equipment (electro-mechanical and electronic relays, protective controls, switchboards, and other substation equipment) as related to Sunflower’s and the Members’ electric transmission and distribution system.

Depending upon work assigned, incumbents will be required to perform some or all of the following responsibilities.

ESSENTIAL RESPONSIBILITIES

Protective Relaying
Observe and assist with installing, testing, calibrating, and repairing all system protections equipment [mechanical, solid state, microprocessor-based relays and ancillary equipment].

Supervisory Control and Data Acquisition (SCADA)
Observe and assist with installing, testing, calibrating, and repairing all SCADA equipment [Remote Terminal Units (RTU), transducers and metering equipment, and serial and fiber optic communications equipment].

Power Line Carrier (PLC)
Observe and assist with installing, testing, calibrating, and repairing all PLC equipment [Line traps, Line tuners, Hybrids, PLC transceivers].

System Control
Observe and assist with troubleshooting, testing and verifying correct switchboard operation of associated substation, equipment, status, and alarm conditions.

Perform general housekeeping duties in and around the relay and substation work areas and assist others in maintaining tools, equipment, and other work-related materials in proper working condition.
Safety
With a positive attitude toward personal and coworker safety, Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture
Demonstrate a commitment to Sunflower’s culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all compliance programs within the company.

Other Responsibilities
Gain knowledge of the relaying field and trends within the industry.

Assist others (substation, metering, line technicians, etc.) in the performance of their duties and responsibilities as requested and required.

As assigned or required to support Sunflower’s mission and operations.

QUALIFICATIONS

Education and Experience
High school diploma.

Associate degree in industrial electrical, instrument and control, or electronics field is preferred.

Knowledge, Skills, Abilities
Basic knowledge of alternating current (ac) and direct current (dc) theory.

Willing to gain experience with reading and understanding construction and manufacturer’s drawings and specifications.

Willing to gain experience with reading and understanding schematic diagrams.

Willing to gain experience with troubleshooting, identifying, and resolving problems in a timely manner, using sound judgment.

Able to gather and analyze information.

Strong attention to detail.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.
Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

**Other**
Must possess and maintain a valid driver’s license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Able to work outside of normal working hours as required.

**Physical and Mental Demands**
See Physical and Mental requirements section below.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.
PHYSICAL AND MENTAL REQUIREMENTS

Position: Relay Technician Intern
Date: May 2015

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

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Comments:

Audio-Visual

For the following, check if essential to the position
☒ Hearing:
☒ Vision:
☒ Color discrimination:
☒ Depth perception:
☐ Other:

Mental Requirements

For the following, check if essential to the position
☒ Sense of urgency   ☒ Multiple tasks
☒ Works alone   ☒ Independent judgement
☒ Concentration   ☒ Proper reasoning
☒ Repetition
☐ Other:
**Other**

For the following, check if essential to the position

*NOTE “Physical Capacity Profile or Physical”*

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