

**Job Title:** Substation Supervisor

**Job Status:** Full-Time

**Department:** Electric Substation

**Job Grade:** 913

**Reports To:** Substation Assistant Manager

**Work Setting:** On-Site

**Pay Status:** Exempt

**Date Created/Updated:** 8/13/2024

**Location:** Service Center

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### Position Summary

The Substation Supervisor is responsible for supervising Substation crews and overseeing electric substations operations, new construction, and maintenance. Serves as backup to Substations management in administering department supervision and leadership.

The Substation Supervisor, with guidance and approval from Substations management will develop processes and procedures to be followed by Substations personnel performing tasks in construction, operations, and maintenance of electric substation and transmission facilities to include distribution breakers and apparatus, transmission breakers and apparatus, power transformers, control systems, structures, substation properties, and transmission rights of way. Serves as senior technical expert support and, on occasion, as backup to Technicians responding during and after normal business hours to all trouble calls relating to Substations in all weather conditions.

Demonstrates safe driving habits and maintains a clean driving record. Expected to demonstrate independent critical thinking, sound judgment, and responsible decision making in order to execute both routine and abnormal work activities safely and efficiently. The Substation Supervisor leads and develops subordinate Technicians, transferring knowledge and building the overall team's capability.

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### Essential Duties & Responsibilities

#### SUPERVISORY DUTIES

- Assists management as assigned with administering personnel processes and developing human resources including:
  - Review applications and interviewing candidates for subordinate Technician positions
  - Coach and develop personnel on all aspects of department processes
  - Administer weekly, quarterly, and annual staff work schedules, duties, and goals
  - Approve & monitor leave requests to ensure adequate coverage, backs up duties when needed
  - Supports staff with challenges or special projects needing escalated attention
  - Promote open communication with direct reports to enhance teamwork
  - Develop and administer training and professional development plans

#### SUBSTATION DEPARTMENT ADMINISTRATION

- Assists management as assigned with department administration processes including:
  - Support creation and monitoring capital and O&M budgets and expenses
  - Develop and revise specifications for materials, equipment, and contracts
  - Requisition goods and services and manage procurements for the department
  - Code receipts and invoices to ensure proper expense accounting
  - Recommend, develop, and implement process improvements

#### SUBSTATION AND TRANSMISSION OPERATIONS

- Ensure clean and organized work areas such as:

- Service Trucks
- Control Houses
- Storerooms and work stations
- Demonstrates technical expertise in S&T equipment and operations such as:
  - Relay and control and data acquisition systems
  - Design drawings, schematics, and symbology
  - Physical and cyber security
- Supervise and delegate operations tasks such as:
  - Projects to ensure safe, reliable, and affordable electric service
  - 12.5 kV and 138 kV switching operations
  - Investigate and gather information with or on behalf of consultants
  - Support NBU staff with tasks related to or collocated with substations and transmission rights of way
  - Review proposed plan sets and technical specifications for operational validity and accuracy
- Schedule, plan, and successfully complete annual training including at least:
  - One approved technical skills course
  - One approved professional development event

#### SUBSTATION AND TRANSMISSION MAINTENANCE

- Maintain and Administer routine S&T maintenance plans to ensure proper operation of all systems such as:
  - Periodic site and equipment inspections and resolve reported deficiencies
  - Systematically perform maintenance items prescribed by equipment manufacturers
  - Ensure proper pressures in compressed gas systems
  - Identify equipment needing replacement, adjustment, or modification
  - Schedule infrared camera inspections and address areas of concern
  - Power and control system repairs
  - Upkeep of Supervisory Control and Data Acquisition systems
- Establish and maintain S&T site and right of way maintenance programs
- Supervise periodic and reactive inspections of transmission lines and rights of way and resolve reported deficiencies
- Ensure department tools and equipment are available and maintained as required

#### SUBSTATION AND TRANSMISSION CONSTRUCTION

- General construction monitoring and coordination
- Supervise building, modification, and enhancements of substation and transmission facilities
- Ensure safety and quality of construction and capital improvement activities performed on and around NBU facilities by others such as:
  - Contractors and consultants
  - NBU staff
  - LCRA and other utility Personnel
- Construction Project Management duties such as the following:
  - Review and develop construction project contracts, design drawings, and specifications
  - Supervise contractors and consultants and inspect their work products
  - Resolve requests for information and change orders
  - Resolve material procurements
  - Review project after completion and report successes, lessons learned, and opportunities for improvement

#### GENERAL RESPONSIBILITIES

- Must be flexible with time and tasks
- Receives and executes directions from Substations management
- Ability to work
  - on and near equipment energized at hazardous voltage levels

- in confined spaces and at hazardous heights
- Ability to read, write, and understand verbal and written communications in English
- Ability to understand design plan sets and technical specifications
- Ability to lift and carry tools, equipment, and materials in hazardous environments and across uneven ground
- Ability to distinguish colors accurately
- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety and administrative policies, procedures, and practices at all times and in all situations
- Ensure NBU staff, contracted staff, and visitors adhere to NBU safety and security standards
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Exemplifies NBU Core Values of Safety, Team, Integrity, Culture, and Stewardship
- Participate in and support initiatives to reach annual NBU Performance Measures
- Other duties as assigned

### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Other: Previous background in Electrical Maintenance; or

Work Experience Time Frame: Five Years or More

Substation Construction; or Project management; or

Field of Study: General Studies

Substation O&M; or Electrical Engineering

### Certification and Licensures Requirements

- OSHA 10 certification
- OSHA 30 successfully completed within first 6 months
- previous NETA certification preferred but not required
- previous SEL relay training preferred but not required

### Other Minimum Qualifications

- Must reside within a thirty-minute response time of the NBU Service Center as measured by an internet mapping tool
- Two years of supervisory experience is required.
- Flexibility in available hours, including holidays, weekends, and/or after hours, is required.
- A valid Texas Driver's License is required to operate a company vehicle.

### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

Hyper Terminal Programs, FLIR software, AcSELeRator Quickset & Synchronwave, CityWorks, Outlook mail, contacts, and calendars

### Experience with Machines, Tools, Equipment and Other Work Aids

Multi meter, Megger Ohm meter, hand tools, fax, printer, pipe bender, ladders, pipe threader, fiber optic OTDR, fiber optic light meters, telephone butt set, cabling tools and forward-looking infrared camera FLIR, hot sticks, cameras, power tools, FOP tester, Power Factor test set (DOBLE), TTR, Winding resistance test set, Micro Ohm meter, SF6 analyzer.

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### Physical Demands

#### Standing: Frequently

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

#### Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

#### Walking: Frequently

- To Other Departments/Office/Office Equipment
- Around Worksite

#### Lifting: Rarely

- Supplies
- Equipment
- Files

#### Carrying: Rarely

- Supplies
- Equipment
- Files

#### Sitting: Frequently

- Desk Work
- Meetings
- Driving

#### Reaching: Rarely

- For Supplies

- For Files

#### Handling: Frequently

- Paperwork
- Monies

#### Kneeling: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

#### Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

#### Climbing: Occasionally

- Stairs
- Ladder
- Step Stool
- Onto Equipment

#### Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

#### Foot Controls: Occasionally

- Driving
- Operating Heavy Equipment
- Dictaphone

**Balancing:** Rarely

- On Ladder
- On Equipment
- On Step Stool

- Under Equipment
- Inside Attics/Pipes/Ditches

**Bending:** Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

**Hearing:** Frequently

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

**Crouching:** Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

**Twisting:** Rarely

- From Computer to Telephone
- Getting Inside Vehicle

**Crawling:** Rarely

**Other:** Click or tap here to enter text.

**Talking:** Frequently

- Communication Via Telephone/Radio/To-Co-Workers/Public

**Environmental Factors**

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Health and Safety Conditions**

Never (Never Occurs)	Rarely (Less than 1 hour per	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the	Constantly (2/3 or more of the time)
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		week)		time)	
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Office Environment

Other: Warehouse, Shop, Vehicle and Outdoors/Field

### Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date