



# Norris Public Power District

## Job Description

<b>MAINTENANCE TECHNICIAN</b>	
Location:	Main Office
Department:	Engineering
Reports to:	Technical Services Supervisor
Type:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly
Date Adopted:	February 2010
Previous Revision Date:	February 2016
Last Revision Date:	May 2021

<b>POSITION DESCRIPTION</b>
<p>This position is responsible for the installation, troubleshooting and maintenance of all District oil and gas filled equipment, SCADA, AMI (Automated Metering Infrastructure), load management systems, revenue metering and communications systems.</p>

<b>MAJOR AREAS OF RESPONSIBILITY</b>
<ol style="list-style-type: none"> <li>1. <b>Engineering</b></li> <li>2. <b>Environmental</b></li> </ol>

<b>SPECIFIC RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. <b>Engineering</b> <ol style="list-style-type: none"> <li>a. Installs, maintains, tests, identifies, and troubleshoots various types of single phase and three phase metering installations.</li> <li>b. Tests, calibrates, and programs electronic meters.</li> <li>c. Becomes proficient in troubleshooting and operating the District's load management system including the installation of various types of communication and load management equipment.</li> <li>d. Must be available for stand-by, "on call" duty as it pertains to the operation and troubleshooting of the District's load management system.</li> <li>e. Installs, programs, and troubleshoots various types of communications and equipment associated with the District's land mobile radio, load management, SCADA, AMI, and network radio systems.</li> </ol> </li> </ol>

- f. Installs and maintains various types of oil filled and gas filled equipment including transformers, voltage regulators, oil circuit reclosers, load tap changers, circuit switchers and other associated equipment.
- g. Operates and maintains electro-mechanical and electronic relays and associated control equipment.
- h. Installs, terminates, and troubleshoots the District's fiber optic substation wiring.
- i. Maintains forklift operator certification.
- j. Maintains CPR certification and basic knowledge of first aid.
- k. Prepares daily, weekly, monthly, quarterly, and annual reports as required.

**2. Environmental**

- a. Assists with record keeping of oil filled equipment as per current EPA requirements and maintain knowledge of all current EPA regulations as they pertain to the District.

**JOB REQUIREMENTS**

- 1. Knowledge of current EPA regulations.
- 2. Ability to communicate effectively both orally and in writing with all District employees, customers, and vendors.
- 3. Ability to read and write with a high degree of accuracy and comprehend District maps, labels, switches, drawings, and specifications.
- 4. Ability to interpret technical manuals and wiring diagrams.
- 5. Proficiency in operating a PC Computer, fax machine, copier, and other office machines.
- 6. Must be self-motivated and able to work independently.
- 7. Must be able to operate electrical, electronic, and mechanical maintenance tools and equipment.
- 8. Must maintain a valid Nebraska driver's license, commercial driver's license preferred, and the dexterity to operate a motor vehicle as required.
- 9. Demonstrate regular and predictable attendance and punctuality.

**EDUCATION AND QUALIFICATIONS**

- 1. Minimum of a 2-year technical degree in a related field.
- 2. Minimum of 2 years of experience in a related field.

**PHYSICAL DEMANDS**

- 1. Must be able to remain in a stationary position 25% of the time.
- 2. Must be able to frequently move about inside the office and field to access file cabinets, office machinery, etc.
- 3. Constantly positions self to operate office equipment and access files.

4. Must be able to frequently move about on uneven surfaces during field work.
5. Frequently moves tools and equipment weighing up to 50 pounds across field locations with occasional lifting of up to 75 pounds.
6. Some irregular working hours may be required for emergencies.
7. Must be capable of working aloft in an aerial device.

**WORK ENVIRONMENT**

Working conditions include both an office environment as well as time in the field. Field work will be subject to adverse weather conditions and uneven surfaces.

**DISCLAIMER**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**APPROVALS**

General Manager	<i>Bruce Vitosh</i>	Date	<i>7-9-21</i>
Department Manager	<i>Jerry A. Erma</i>	Date	<i>July 7, 2021</i>
Supervisor	<i>[Signature]</i>	Date	<i>8-10-21</i>