



INTERNAL/EXTERNAL JOB POSTING

SECO ENERGY

330 South US Hwy 301 – P.O. Box 301

Sumterville, FL 33585-0301

www.secoenergy.com

SECO ENERGY is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

Position Title:	RELAY TECHNICIAN 1ST CLASS
Classification:	Represented
Location:	293 S US Hwy 301, Sumterville, FL 33585
Department:	Reliability & Operations – Technical Services/Substation
Pay Rate:	\$40.22 hourly
Posted:	Tuesday, October 27, 2015 – Until Filled

Sumter Electric Cooperative, Inc. (SECO Energy), an electric distribution cooperative serving more than 190,000 members located in Central Florida, is seeking for two **Relay Technicians 1st Class** reporting to the Substation Operations Superintendent at our Sumterville Operations Center located at 293 S US Hwy 301 in Sumterville, FL. Qualified employees will be considered on an equal basis with external applicants.

General Purpose of Job: Install, calibrate, test, maintain, troubleshoot and repair relay instruments and control equipment in electrical distribution substations.

Position Specifications: The following includes the minimum job requirements and essential duties for this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Some job requirements may exclude individuals that cannot be reasonably accommodated or who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Education and Experience:

- Two-year associate's degree in electrical technology or related discipline from a recognized technical school or certificate from a vocational school preferred.
- Certification as a Journey Relay Technician from an accredited relay apprenticeship program or equivalent job experience with a minimum four years progressive experience in the maintenance of substation relay and control work related to testing and commission of protective relays.
- May consider substituting a minimum one year directly related of job experience as a Journey Relay Technician with an electric utility or related industry with a High School Diploma or GED for the educational requirement.
- English is the primary business language. Second language in Spanish is desirable.

Knowledge, Skills and Abilities:

- Technical knowledge of protective relay and control equipment; installing, maintaining, testing and repairing circuit breakers, transformers, switchgear and similar equipment; knowledge of the National Electric Safety Code and familiarity with the National Electric Code.

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- Ability to demonstrate the following skills to include, but not limited to:
 - Diagnostic testing and analysis of test results on protection and control equipment; understanding of relay setting calculations and set-point development.
 - Troubleshoot and resolve complex electrical problems related to protective relays, SCADA systems and control circuits.
 - Proficiency in electrical mathematics and solid understanding of power flow.
 - Understanding of protective relaying schemes to include line, bus, transformer and distribution protection.
- Proficiency in personal computer operations with ability to enter and extract data; storing and transferring files, knowledge of MS Office Products; ability to acquire knowledge of corporate computer systems as they relate to the position.
- Effective communication skills including written, verbal and listening and a customer service attitude to effectively interact with employees, management, contractors, vendors and the public; ability to write work procedures for critical tasks.
- Ability to work independently on complex relay schemes and in a team environment to accomplish goals and meet deadlines; to manage stress and pressure in a frequently changing environment.

General:

- Exhibit support of SECO's Corporate Values in order to achieve corporate goals and objectives.
- Ability to maintain excellent attendance with unscheduled absences kept to an absolute minimum.
- Ability to learn, interpret and follow all SECO safety rules, policies, practices and procedures.
- Valid Florida driver's license for regular driving privileges of Cooperative vehicles; must have and maintain an acceptable driving record as determined by the Cooperative.
- Successful completion of Sumter Electric Cooperative's physical examination and drug screen.

Physical Requisites and Working Conditions:

- The normal work week consists of five (5) consecutive eight (8) hour days, or four (4) consecutive ten (10) hour days, exclusive of meal time, Monday through Friday between the hours of 6:00 a.m. and 12:00 midnight.
 - The Cooperative will determine if an eight (8) hour or ten (10) hour schedule will be used and shall establish the normal schedule of starting and quitting time.
 - Shift schedules may be changed by giving a 36-hour notice of the changed schedule.
- Ability to work irregular hours for assignment completion and flexibility to change scheduling and report to work on short notice during emergency situations and outside of regular assigned shift; ability to work overtime, on-call and availability to respond to call-outs and maintain an acceptable call out response.
- Regular travel within the service area; field work in an electrical substation environment with regular exposure to energized and de-energized equipment on voltages ranging up to 230kV; exposure to adverse weather conditions; and general office environment.
- Physical ability in sitting, stooping, pushing, crouching, crawling, reaching, climbing, standing, walking, pulling, lifting, using fingers, grasping, talking, hearing, extended repetitive motions, defined medium level work. Visual acuity required as machine operator and as mobile equipment operator.
- Physical ability to lift and/or move objects weighing up to 50 lbs. on a regular basis, and lift and/or move objects weighing in excess of 75 lbs. on an occasional basis.
- Ability to operate a variety of office equipment, including personal computer, printers, telephone, fax machine and radio communications equipment.

Living Requirement: Employees in this classification must live within a 30-mile radius from the assigned

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reporting work location. Employees who live a greater distance from the work center must relocate within their first six (6) months in this position. A maximum of one (1) hour will be allowed for response to call-outs.

SKILLS VERIFICATION: The knowledge, skills and abilities required for this position may be verified through a combination of education, experience, interview questions and technical skills exercise(s).

Essential Duties

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of essential duties and responsibilities shall not be held to exclude other duties that may be assigned based on the needs of the Cooperative.

- Install and maintain relay and control systems and electrical apparatus on cooperative facilities; installing conduit; installing new wire and cable in equipment and systems; connecting equipment and systems to power sources; fabricate and install brackets, hangers and panels for equipment and systems as needed.
- Perform design, operation, troubleshooting and repair on advanced electronic equipment, computers, microprocessors and programmable logic controllers.
- Calibrate and perform functional tests on both electromechanical and micro-processor based protective relays for high voltage substations
- Removal of instruments and equipment using hand tools; disconnecting wiring and maintaining proper switching & tagging procedures as appropriate.
- Inspection of instruments and equipment that is in- and out-of-service; identify defects and other failures; dismantle and reassemble instruments and equipment to troubleshoot for failure; utilize clearance orders as required.
- Repair instruments and equipment; replace defective parts; fabricate parts as needed; calibrate instruments and measuring devices; utilize clearance orders as required.
- Inspect equipment and systems using test equipment, control schematics and other tools to examine for defects.
- Complete paperwork and record keeping associated with job functions in a neat and timely manner.
- Operate equipment such as fork lifts and pulling equipment as needed.
- Maintain good housekeeping of work area and office areas at all times.
- Maintain required records, accurate daily time sheets and charge time to proper accounts.
- Maintain current knowledge of equipment, RUS specifications, OSHA regulations, GIS/mapping system and other operational and regulatory systems related to the responsibilities of the position.
- Assumes responsibility and maintain assigned tools, materials and equipment in a safe and efficient condition. Maintains vehicle and ensures vehicle is stocked with proper material.
- Ensure work locations are left in a condition appropriate for public safety and customer satisfaction.

All Internal and External applicants must apply On-Line Only as follows:

INTERNAL (Employees): From the SECONet, click on the link in Bulletin Board, Jobs/Careers, or from any computer with Internet access, using the following link to our new Career's Link: [Careers Link](#) or visit www.secoenergy.com and select "New Careers site" link.

EXTERNAL applicants apply On-Line Only: At a Workforce Central Florida office or from any computer with Internet access on SECO's Careers Web Site: <http://www.secoenergy.com>