



<b>Job Posting #:</b>	17CU02202026	<b>Posting Type:</b>	External
<b>Job Title:</b>	Substation Foreman	<b>Grade/Classification:</b>	107/Non-Exempt
<b>Department:</b>	Substation	<b>Location:</b>	Culpeper, VA

**JOB DESCRIPTION**

**OVERVIEW**

To plan, organize, direct, coordinate, and control personnel, material, equipment, and facilities employed and used in operating, constructing, and maintaining the electrical substations in their District so as to provide adequate and reliable electric service at the lowest possible cost to the Members of the Cooperative in a safe and efficient manner.

**ROLE AND RESPONSIBILITIES**

- Plan various jobs and determine work schedules.
- Supervision of personnel around energized and de-energized substation equipment.
- Filling out and completion of all paperwork to ensure proper records, including updating substation One Line diagrams
- Provide training of employees.
- Use computer programs as required for job responsibilities.

**OTHER DUTIES AND RESPONSIBILITIES**

- Writing performance appraisals on crewmembers.
- Taking part in planning and training sessions.
- Developing substation and equipment switching orders.
- Perform work safely inside of a Substation in accordance with the Cooperative's Safety Manual
- Perform other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Associates Degree in Electrical Technology preferred or four (4) years directly related post high school experience may substitute with the successful completion of a Substation Development Program. NRECA courses in supervision or equivalent desired. Six (6) years of experience in the installation, maintenance, and testing of all types of substation equipment as well as progressive experience in electrical utility operation. Supervisory experience preferred.

Must be able to read schematics and manufacturer's installation and maintenance manuals.

Must be able to use all types of test equipment for testing and maintenance of transmission and distribution substation equipment as well as SCADA/load management equipment.

Must be able to supervise and direct personnel in the operation and maintenance of the Cooperative's substations.

Must be able to forecast equipment requirements to allow for purchase scheduling.

Must be able to supervise and train department employees.

Must be able to climb ladders.

Must be able to operate construction equipment.

Must possess a valid Commercial Driver's license (CDL).

Perform other duties as assigned.

Must travel to various locations throughout the system to complete many work assignments. Work in all weather conditions for outage restoration. Must be able to perform hard physical labor when necessary including lifting and carrying up to 75 pounds. Overtime is frequently required. Normal work week will be 4 - 10 hour days, subject to call 24 hours a day. Occasional out-of-town technical seminars, conferences, and training can be expected. Must have knowledge to switch substations, circuits, and know the layout of the utility system.

#### **HOW TO APPLY**

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #17CU02202026

**Deadline:** Friday, March 13<sup>th</sup> @ 5:00 PM EST

**\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.**