



Job Posting #:	22FB05272025	Posting Type:	External
Job Title:	Substation and Relay Planner III/IV	Grade/Classification:	106-107/Non-Exempt
Department:	Substation & Transmission Engineering	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

This Substation and Relay Planner III/IV is responsible for the planning and scheduling of maintenance, construction, repair and testing activities for the Substation and Relay departments across the REC territory which spans the transmission, substation and distribution assets. This may also include the scheduling of the Technical Services groups.

ROLE AND RESPONSIBILITIES

- Maintain equipment records and perform audits in Cascade to properly reflect equipment records for the Cooperative.
- Create, modify and assign triggers to equipment in Cascade in accordance with the Cooperative's maintenance schedule to maintain compliance. Activate work orders based on these triggers.
- Provide reliable support to the Director, General Foreman and Foreman by planning and scheduling work activities, managing the work queue, equipment, materials, tools and work packages that are required to operate, maintain and construct the Cooperative's Substation facilities.
- Pull and create reports to monitor work orders to avoid backlog, carry-over of work, forecasts and order status.
- Maintain an efficient work schedule for the areas of responsibility that are forecasted weeks ahead and have the ability to modify them as needed.
- Work to create and maintain material lists that assist in the closing out of work orders.
- Performs other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A two-year Electrical Engineering Technology degree is preferable but not required. Other degrees will also be considered. Nine plus years of experience in a Technical or Data driven field of work or three or more years as a Substation and Relay Planner III. Knowledge of database management programs is required. Thorough understanding of the Cooperative's Accounting practices.

Must have the ability to organize, create and keep good records and schedule work. Competent in Microsoft Office and a subject matter expert in Cascade. AutoCAD experience is a plus. Must be good at communicating with others and able to work not only as an individual, but as a team. Understand 3-phase power systems, AC/DC Protection & Control Schemes and the ability to interpret Substation and Relay prints. Comprehends the installation, maintenance, and operation of Substation and Relay equipment, control circuits and equipment, transformer controls, and other related equipment in transmission, substation, and distribution systems owned or serviced by the Cooperative.

Work across the Cooperative to coordinate work activities with Accounting, Apparatus, Dispatch, Engineering, Fiber, Line, Meter, SCADA and other departments as needed. Assist, research and recommend process improvements to increase efficiency. Participate in Storm role as needed. All other duties as assigned.

Home office will be considered Fredericksburg but can be domiciled in another district if office space is available at the discretion of the Director of Substation, Transmission Engineering and Technical Services. This position may also be considered for hybrid work. Must be able to travel to various locations throughout the system to complete work assignments, field audits and other work. Occasional travel for training will be required. In cases of outages or emergencies, work availability may be 24 hours a day, 7 days a week.

This position may be filled at the Substation and Relay Planer III or IV level, depending on the qualifications and experience of the selected candidate.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #22FB05272025

Deadline: Friday, June 6th, 2025 @ 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.