

SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE

Position Title	Relay Technician	Date	September 2011
Department	Substation Automation & Protection	Pay Status	Hourly
Reports To	Substation Automation & Protection Supvr	FLSA Category	Nonexempt
Location	Great Bend	EEO Category	6

SUMMARY

Perform the work associated with and including, but not limited to, the installation, testing, inspection, calibration, and repair of all system protection devices, transducers, and equipment (electro-mechanical and electronic relays, protective controls, switchboards, and other substation equipment) as related to Sunflower's and the Members' electric transmission and distribution system.

ESSENTIAL RESPONSIBILITIES

Maintenance and Repair

Install, test, inspect, calibrate, and repair all system protection devices, transducers, and equipment [electro-mechanical and electronic relays, protective controls, switchboards, and other substation equipment; Supervisory Control and Data Acquisition (SCADA) and remote terminals are included for the Great Bend area].

Diagnose electrical and electronic problems; interpret manufacturer's drawings, equipment manuals, or diagrams; and determine the proper course of action to complete corrective and preventive maintenance, as required, for the safe and efficient operation of all system protection equipment.

Consult with manufacturer's technical support to determine proper repair or maintenance procedures.

Perform general housekeeping duties in and around the relay and substation work areas and assist others in maintaining tools, equipment, and other work-related materials in proper working condition.

Safety

Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. Properly wear and care for applicable safety gear and equipment. Identify and communicate unsafe conditions to supervisor, coworkers, and the Safety Department and correct or assist in resolving safety concerns and issues. Must understand and comply with the Clearance Procedure as applicable.

Culture

Demonstrate a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower

or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all compliance programs within the company.

Other Responsibilities

Maintain all records associated with substation relaying equipment.

Maintain a thorough knowledge of the relaying field and trends within the industry. Stay abreast of current computerized relay testing procedures and the status and maintenance of equipment.

Provide as-built drawings and information to drafting in a timely manner.

Assist others (substation, metering, line technicians, etc.) in the performance of their duties and responsibilities as requested and required.

Develop remote terminal unit (RTU) database for new installations and modifications of existing equipment as requested.

Maintain relay test data and procedures and current relay status at all times.

Maintain centralized relay test database to support North American Electric Reliability Corporation (NERC) standards.

As assigned or required to support Sunflower's mission and operations.

QUALIFICATIONS

Education and Experience

Associate degree in industrial electrical, instrument and control, or electronics field and two years increasingly responsible system protection experience directly related to the installation and maintenance of electro-mechanical and electronic relays and control equipment utilized by electric utilities, or equivalent combination of education and experience.

Knowledge, Skills, Abilities

In-depth knowledge of alternating current (ac) and direct current (dc) theory and relaying protection schemes.

Able to read and understand construction and manufacturer's drawings and specifications.

Able to read and understand schematic diagrams.

Able to troubleshoot, identify, and resolve problems in a timely manner, using sound judgment.

Able to gather and analyze information.

Strong attention to detail.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Other

Must possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Able to work outside of normal working hours as required.

Must pass and maintain NERC security clearance.

Physical and Mental Demands

See Physical and Mental requirements sheet.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

**SUNFLOWER ELECTRIC POWER CORPORATION
PHYSICAL AND MENTAL REQUIREMENTS**

Position Relay Technician

Date May 2011

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

O = Occasional (<10% of time); **S** = Sometimes (26-50%); **F** = Frequently (51-75%); **R** = Regularly (>75%)

O	S	F	R	Task/Exposure	O	S	F	R	Task/Exposure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Standing				<input checked="" type="checkbox"/>	Lifting/Lowering:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reaching above					Carrying:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Variable weather	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dampness					Pushing/Pulling:
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust/Dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ionizing radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--skin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--lungs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Repetitive--wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Repetitive--elbow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other					

Comments

Audio-Visual

For the following, check if essential to the position

- Hearing: _____
- Vision: _____
- Color discrimination: _____
- Depth perception: _____
- Other: _____

Mental Requirements

For the following, check if essential to the position

- Sense of urgency
- Works alone
- Concentration
- Other
- Multiple tasks
- Independent judgment
- Proper reasoning
- Repetition

Other

For the following, check if essential to the position

- Physical Capacity Profile Chest X-Ray Color Blindness Physical (Non-DOT)
- Level 1 Level 2 Level Spirometry Audiogram Physical (DOT)
- Level 3 Level 4 Level 5