

JOB DESCRIPTION

Job Title: Electrical Protection & Control Coordinator **Position Number:** 88-05

Incumbent: Vacant **Effective Date:** September 2017

Status: Permanent **Pay Level** 9 **Bargaining Unit:** X Yes No

Supervisor's Title: Leadhand, Electrical Maintenance **Department:** Operations

SUMMARY

Participates as a member of the Electrical Maintenance team and provides technical, design and project management services throughout all stages of assigned capital and O&M protection, control and other assigned electrical projects. As well performs Journey level electrician work with a primary focus on new equipment installations and the rebuilding of existing assets. All work shall be carried out and properly documented in accordance with the Canadian Electrical Code and Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Adheres to the Corporation's high safety standards by following approved safe working plans, worker administered and operator administered protection plans and wear appropriate personal protective equipment when required.
2. Installs, maintains, tests, calibrates and commissions a variety of electrical protection, control and instrumentation equipment. This includes protective relays, programmable logic controllers (PLC), supervisory control & data acquisition (SCADA), and control systems. Provides technical support to others and writes maintenance procedures for this equipment.
3. Coordinates line and equipment clearances as required to facilitate investigative, scheduled and emergency tests on generation, transmission and distribution system electrical equipment.
4. Liaises with other departments to obtain or provide advice on a variety of matters related to protection and controls. Establishes and maintains effective working relationships with staff and provides information and advice in areas of mutual concern or interest.
5. De-energizes and isolates / energizes and returns to service equipment and their respective auxiliary equipment as per standard procedures.
6. Identifies, justifies and provides background data for proposed capital and major O&M projects.
7. Provides electrical technical scopes, cost estimates, schedules and researches alternatives to determine optimal solutions on all assigned capital and O&M projects.
8. Issues tenders, evaluates and supervises assigned capital and O&M projects.

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9. Provides input into short and long term strategies, budgets, work plans to ensure efficient and cost effective programs and services.
10. Reads, interprets and troubleshoots complex protective relaying schemes and determine any corrective actions needed to solve problems.
11. Proposes solutions to problems that arise during construction. Participates in design and commissioning of new systems/equipment.
12. Upgrades electrical drawings, maintains accurate records of work performed and provides written reports as required.
13. Participates in design and commissioning of new systems/equipment.
14. Assists in system restoration following a system disturbance under the direction of the control centre operator.
15. Works with and assists other trades and contractors and provides guidance and training to apprentice electricians and others as required.
16. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
17. Other related duties.

WORKING CONDITIONS

Exposure to high voltage equipment, heights, confined space and plant environment. Travel to isolated locations and periods of immediate stand-by coverage are requirements of this position. May be exposed to inclement weather while working outside and when traveling.

KNOWLEDGE, SKILLS, AND ABILITIES

- A two year diploma in Electrical Engineering Technology from an accredited post-secondary educational institution.
- Journeyman Electrician or Power System Electrician certification would be an asset.
- Proven project management experience.
- Minimum of three years experience testing and maintaining protective relays.
- Proficient in Windows based computer applications as well as manufacture specific software, maintenance programs and electrical design software.
- Ability to read and work off of blueprints as well as interpret drawings, diagrams and specifications on a variety of types of electrical and electronic equipment.
- Experience with high voltage test equipment.
- Team player with the ability to work with minimal supervision.
- Strong client service orientation with good interpersonal skills.

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- A proven track record and commitment to safe procedures and encouraging a safe work environment.
- Strong troubleshooting skills.
- A valid class-5 driver's license and First Aid certificate as well as certification in WHIMS, TDG and rigging and hoisting.

Incumbent

Supervisor

Director

Date