

**Title:** Chief Protective Relay Technician  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Engineering Supervisor  
**Department:** Lakeland Electric

**Class Code:** 3156  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This supervisory position involves highly specialized and very technical work with the installation and maintenance of microprocessor based electronic and electro-mechanical relays and related devices and schemes used in the protection, control and monitoring of electric power utility facilities. Work is performed in accordance with established policies and procedures, exercising independent judgment and initiative in the performance of tasks. The position is responsible for obtaining and using related materials, equipment, and procedures, assigning tasks to direct reports, and working participation in the completion of job assignments. Work is reviewed by the position supervisor through the results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Oversees the operations of the Relay Shop
2. Supervises and conducts the installation, testing, calibration and repair of all electronic and electro-mechanical protective relays used in electric power transmission, distribution, and generation, including digital and analog devices, using standard and specialized test, equipment, and tools.
3. Supervises and conducts the testing of control circuits, potential and current transformers, substation annunciators, tone and power line carrier equipment.
4. Repairs equipment using factory manuals and schematics. Contacts factory engineers to aid in troubleshooting complex problems and seeks solutions to continuing problems in equipment.
5. Schedules regular maintenance, repair, construction, installation, testing, and inspecting of all equipment to ensure work is completed within established safety policies, calibration standards, and procedures.
6. Acquires or makes recommendations to acquire equipment and materials necessary for the completion of the group responsibilities.
7. Ensures that methods used by the Relay Shop personnel follow safety standards and that the appropriate protective devices and equipment are used.
8. Ensures that repair and calibration records are kept current.
9. Ensures the requisition and inventory of spare parts for all equipment.
10. Supports other personnel and divisions with technical assistance and fieldwork as needed.

### **ADDITIONAL RESPONSIBILITIES:**

1. Ensures that work areas, vehicles remain clean and organized.
2. Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES:**

1. Functions as a "lead" role, assigning, instructing and checking the work of other employees. Majority of time is spent performing the same work duties as other members of the group and developing advanced applications.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Advanced knowledge of theories, techniques, methods, materials, instrumentation, and tools used in specialty.
2. Knowledge of the occupational hazards and safety precautions of the trade.
3. Ability to train and supervise subordinates in the use and care of electrical and electronic test equipment, hand tools, and precision soldering/unsoldering devices.
4. Ability/willingness to perform work safely, oversee the safety of direct reports, co-workers, and the public, and to report unsafe practices/situations to the appropriate supervisor.

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5. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

**WORKING ENVIRONMENT/CONDITIONS:**

The job risks exposure to heights, toxic chemicals, traffic, moving machinery, extreme cold/heat, electrical shock, adverse weather conditions, bright/dim light, fumes, noxious odors, dusts, pollen, wet humid conditions and extreme noise levels.

Ability to work off of a six (6) footstep ladder or twenty (20) foot extension ladders to check installation and maintenance of equipment mounted above arms reach.

Ability to load and unload medium weight test equipment into and from a standard passenger van and set the equipment up to perform tests and calibration of electronic or relay equipment at remote locations.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell and depth perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma and a minimum of a two (2) year technical degree or certification in the electronics field or equivalent.
2. Seven (7) years of progressively responsible experience as a Protective Relay Technician.
3. Completion of City University Level one (1) or completion within twelve (12) months.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. Must be able to discriminate between the following colors generated by red/blue/green primary colors at full or half intensity: white, green, yellow, orange, magenta, red, cyan, and blue. This qualification will be confirmed by a standard medical test for color blindness.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.