

**PIKE ELECTRIC  
JOB SPECIFICATION  
RELAY TEST TECHNICIAN**

**Job Title:**           **Relay Technician Associate**

**Job Description:** This is the entry level for relay technicians. With close supervision, develop the following skills and the ability to work with greater independence. Install, maintain, test, adjust, troubleshoot and repair relay and control equipment in electrical substations which includes, but is not limited to electromechanical, solid state and microprocessor protective relays, instrument transformers, indicating and KWH/KW meters, controls to all substation equipment including breakers, transformers, regulators, capacitors, reactors and all associated equipment, and remote control equipment including various forms of SCADA. Perform testing on substation equipment such as power factor testing, transformer turns ratio testing, current transformer ratio and saturation testing, insulation testing and other analytical tests as assigned. Comply with all company safety rules and procedures. Be responsible for tools, test equipment and vehicles. This position is similar to an ANSI/NETA ETT-2000 Level 1 Technician.

**Required Qualifications:**

- 2 years training at a technical school (Associate degree in Electrical, Computer or Math)
- Basic computer skills (i.e. Excel, Word, Outlook, etc.)
- Good analytical and problem solving skills
- Exercises good communication, negotiation, organizational and time management skills
- Valid driver's license and a good driving record
- Ability and willingness to work out of town
- Ability to adapt to changing technology
- Ability to work outside in an electrical substation environment, exposure to heat and cold, climbing stairs and ladders, lifting up to 50 pounds and working in elevated areas

**Desired Skills:**

- 2+ years work experience in electric utility or industrial field
- Experience in an electric utility substation environment
- Computer skills using terminal communication
- Experience in logic gates (and, or, invert)
- Knowledgeable of utility electrical design standards
- Knowledgeable of basic substation equipment operation
- Experience reading electrical one-line, schematic and wiring diagrams

**Job Title: Relay Technician**

**Job Description:** Under minimal supervision, install, maintain, test, adjust, troubleshoot and repair relay and control equipment in electrical substations which includes, but is not limited to electromechanical, solid state and microprocessor protective relays, instrument transformers, indicating and KWH/KW meters, recording instruments including sequential event recorders and digital fault recorders, controls to all substation equipment including breakers, transformers, regulators, capacitors, reactors and all associated equipment, and remote control equipment including various forms of SCADA. Perform testing on substation equipment such as power factor testing, transformer turns ratio testing, current transformer ratio and saturation testing, insulation testing and other analytical tests as assigned. Comply with all company safety rules and procedures. Be responsible for tools, test equipment and vehicles. Develop advanced skills and the ability to work independently. This position is similar to an ANSI/NETA ETT-2000 Level 2 Technician with strong emphasis on relay and controls.

**Required Qualifications:**

- 2 years training at a technical school (Associate degree in Electrical, Computer or Math)
- 2-4 years work experience in electrical relay and controls
- Experience in diagnostic testing and analysis of test results on protection and control equipment
- Experience reading electrical one-line, schematic and wiring diagrams
- Experience with various protective relay schemes
- Good analytical and problem solving skills
- Exercises good communication, negotiation, organizational and time management skills
- Valid driver's license and a good driving record
- Ability and willingness to work out of town
- Ability to adapt to changing technology
- Ability to work outside in an electrical substation environment, exposure to heat and cold, climbing stairs and ladders, lifting up to 50 pounds and working in elevated areas

**Desired Skills:**

- Experience with complex protective relay schemes
- Experience with protective relaying in a power plant environment

**Job Title: Relay Commissioner**

**Job Description:** Provide leadership skills to direct the work of a team of relay technicians. Provide technical expertise to lead a team to install, maintain, test, adjust, troubleshoot and repair relay and control equipment in electrical substations which includes, but is not limited to electromechanical, solid state and microprocessor protective relays, instrument transformers, indicating and KWH/KW meters, recording instruments including sequential event recorders and digital fault recorders, controls to all substation equipment including breakers, transformers, regulators, capacitors, reactors and all associated equipment, and remote control equipment including various forms of SCADA. Perform testing on substation equipment such as power factor testing, transformer turns ratio testing, current transformer ratio and saturation testing, insulation testing and other analytical tests as assigned. Comply with all company safety rules and procedures. Be responsible for tools, test equipment and vehicles. This position is similar to an ANSI/NETA ETT-2000 Level 3 Technician with strong emphasis on relay and controls.

**Required Qualifications:**

- 8 – 10 years of work experience at a professional level in electrical substation relay and controls work related to testing and commissioning which demonstrates a progressive development of competence
- Expert in diagnostic testing and analysis of test results on protection and control equipment
- Expert with complex protective relay schemes in substations and power plants
- Excellent analytical and problem solving skills
- Ability to lead, coach and train other relay technicians
- Exercises good communication, negotiation, organizational and time management skills
- Maintain a valid driver's license and a good driving record
- Ability and willingness to work out of town
- Ability to adapt to changing technology
- Ability to work outside in an electrical substation environment, exposure to heat and cold, climbing stairs and ladders, lifting up to 50 pounds and working in elevated areas
- Possess and utilize excellent client relation skills.

**Desired Skills:**

- Ability to manage multiple projects with changing priorities

**Job Title: Senior Relay Commissioner**

**Job Description:** Provide leadership skills to direct the work of a team of relay technicians. Provide technical expertise to lead a team to install, maintain, test, adjust, troubleshoot and repair relay and control equipment in electrical substations which includes, but is not limited to electromechanical, solid state and microprocessor protective relays, instrument transformers, indicating and KWH/KW meters, recording instruments including sequential event recorders and digital fault recorders, controls to all substation equipment including breakers, transformers, regulators, capacitors, reactors and all associated equipment, and remote control equipment including various forms of SCADA. Perform testing on substation equipment such as power factor testing, transformer turns ratio testing, current transformer ratio and saturation testing, insulation testing and other analytical tests as assigned. Comply with all company safety rules and procedures. Be responsible for tools, test equipment and vehicles. Assist management as needed with procedure development, training, and estimating. This position is similar to an ANSI/NETA ETT-2000 Level 4 Technician with strong emphasis on relay and controls, and is generally recognized as a technical expert in the field of relay and controls.

**Required Qualifications:**

- Minimum of 15 years of work experience at a professional level in electrical substation relay and controls work related to testing and commissioning which demonstrates a progressive development of competence
- Demonstrated ability to troubleshoot and resolve complex electrical problems related to protective relays and controls and their interaction with the power system
- Basic understanding of relay setting calculations and setpoint development
- Expert in diagnostic testing and analysis of test results on protection and control equipment
- Expert with complex protective relay schemes in substations and power plants
- Excellent analytical and problem solving skills
- Ability to lead, coach and train other relay technicians
- Exercises good communication, negotiation, organizational and time management skills
- Maintain a valid driver's license and a good driving record
- Ability and willingness to work out of town
- Ability to adapt to changing technology
- Ability to work outside in an electrical substation environment, exposure to heat and cold, climbing stairs and ladders, lifting up to 50 pounds and working in elevated areas
- Possess and utilize excellent client relation skills.

**Desired Skills:**

- Ability to manage multiple projects with changing priorities
- Leadership by example to help develop future workforce