

	NON-BARGAINING UNIT JOB POSTING	POST: Internal/External
DIVISION: System Integrity	DEPARTMENT: Electric Test Group	MAX. # OF OPENINGS: 1
JOB TITLE: Supervisor, Electric Test Group		SKILL FAMILY: Technical, Grades 6-7 (\$58,300-\$97,600)
GENERAL SUMMARY OF DUTIES:	Responsible for direct supervision of personnel engaged in the installation, maintenance, testing and evaluation of protective relaying, electric transmission, distribution and electronics equipment. Plans and coordinates daily and planned maintenance assignments. Responsible for NERC regulatory compliance of the transmission and generation protection systems. Work will be performed under general direction of the Manager of Substation Maintenance and Construction and focused on meeting the Board of Water and Light's objectives.	
ESSENTIAL FUNCTIONS:	Directs, coordinates and reviews the activities of personnel engaged in the installation, maintenance, testing and evaluation of protective relaying, electric generation, transmission and distribution systems, and electronics equipment to ensure accurate, safe and timely completion of work assignments. Directs, coordinates and reviews processes and personnel working with BWL 800MHz radio system. Responsible for scheduling and documenting maintenance of the Protection System per NERC regulations for the Generation, Transmission and Distribution systems, and is considered the protection system 'Subject Matter Expert' regarding NERC regulatory compliance. Directs test tripping of relaying and associated circuitry. Utilizes knowledge of load flows, protective systems and safety considerations to take the lead in providing other departments with electrical analysis and solutions to critical operating or emergency situations. Assists personnel with job assignments as necessary. Serves as a liaison between Engineering, Operations, Maintenance and Construction, Electric T&D and other departments to anticipate, prioritize, plan and schedule work. Performs root cause analysis of electrical equipment failure. Assists engineering with planning of protection projects. Assists in creating and then maintains section budget. Writes, reviews and updates department operating and safety procedures. Utilizes PC and network software to schedule, evaluate and maintain reporting required to complete work assignments. PC is also used extensively to communicate with and test many types of equipment. Leads self and staff in enhancing technical skills to keep abreast of current technologies and testing equipment. Accepts other projects as assigned in support of departmental, process or corporate goals. Required to follow and enforce the BWL safety Manual and wear required PPE. Adheres to all BWL Policies and Procedures and Rules and Regulations for Service. Attends training for safety awareness, skills or management improvement as required by manager, BWL or governmental agency such as MIOSHA.	
JOB SPECIFICATIONS: <ul style="list-style-type: none"> ▪ KNOWLEDGE ▪ SKILLS ▪ ABILITIES ▪ BEHAVIORS 	<p>REQUIRED: Associate's degree or equivalent in Electrical Technologies, Electrical Power, Electronics, or related field. Must have experience as a supervisor. Must have valid MI driver's license with an acceptable driving record. The successful candidate will excel in the following areas: interpersonal skills, customer relations, empathy, emotional intelligence, oral and written communication, collaboration, leadership, management of information and resources, attention to detail and decision making. Proficiency at a beginning level in the use of Microsoft Word and Excel as demonstrated by standardized assessment.</p> <p>PREFERRED: Bachelor's degree in Electrical Engineering or related field. 10 years of progressive experience in protective relay testing and electrical power trouble shooting. Intermediate level proficiency in Microsoft Word and Excel. NETA Level 3 Certified Electric Power Systems Test Technician. Previous supervision, leadership, or planning experience. Knowledge of BWL Mainframe and Tip screens is preferred.</p>	
OTHER REQUIREMENTS:	To be considered for this position, internal applicants must have neither formal discipline nor safety violations in the previous 12 months. Qualified applicants must pass the Supervisor Assessment. Qualified applicants who have passed the Supervisor Assessment less than five years before the posting date need not retake the assessment.	
PHYSICAL REQUIREMENTS:	Must be able to retrieve data from computerized, typed and written sources. Ability to effectively communicate in writing and orally while presenting project recommendations or in contact with internal staff or external agencies. Occasionally required to enter confined and enclosed space. Must be able to communicate general and emergency information to others. Good vision required to read logic drawings and sketches.	
WORKING CONDITIONS:	Office and field environment. Temperature range extreme; sound and dust levels high while working in the field. Possible exposure to asbestos, lead, and coal dust.	
TO APPLY:	Email application, resume, and cover letter to BWLJobs@lbwl.com , with <i>ETG Supervisor</i> in the subject line, or mail to Human Resources, <i>ATTN: ETG Supervisor</i> , P.O. Box 13007, Lansing, MI 48901. Application materials must be received by January 23, 2018 to be considered. Applications may be downloaded from www.lbwl.com .	
THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.		