



**Job Title:** Substation Foreman  
**Location:** Riverton, WY  
**Job Type:** Full Time  
**Open Date:** 11/11/2024

### OPEN UNTIL FILLED

#### SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost, is providing helpful and courteous assistance to our member/owners.

The Substation Foreman works under the direction of the Operations Manager and is responsible for carrying out plans and objectives, as delegated by the Operations Manager. This position supervises and gives direction to the substation technicians. Provides effective leadership of assigned personnel and ensures adherence to safety. The Substation Foreman manages a workload while planning, coordinating, and scheduling work to be performed. As directed by the Operations Manager, this position will work and coordinate with other departments as needed. Aside from leadership duties, the Substation Foreman will be responsible, oversee, and actively work on repairs and maintenance of substations and substation equipment, transformers, voltage regulators, reclosers and other technical equipment, while recording maintenance data and spill reports as necessary and assists with technical problems.

While performing professional duties, the Substation Foreman uphold the High Plains Power Mission while reinforcing Strategic Goals of the Cooperative.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the supervision of Substation Technicians; Manages workflow and delegates job tasks to the crew, closely observing skill development and sustained retention of employees.

Consults and actively works with the Operations Manager to identify priorities based on reliability concerns, load requirements, area growth, voltage demands, and service continuity.

Manages time off requests for subordinate employees and approves timesheet entries.

Completes performance evaluations, documents performance issues, and provides coaching and feedback for employees supervised.

Collaborates with managers to ensure accuracy in material orders, budgetary thresholds, and direct and timely communication regarding needs for the department.

Ensures critical information is promptly communicated with High Plains Power leadership.

Installs, programs, tests, and maintains substation equipment.

Inspects, tests, maintains, and repairs OCRs, transformers, regulators, circuit breakers, motor operators, batteries, battery chargers, etc.

Assists with testing and calibrating all relays and electronic controls on High Plains Power's system. Assists with voltage drop checks and checks instrument rated metering installation for proper connection and accuracy.

Downloads event and load data from substation relays and recloser controls and maintains substation load and device databases. Maintains maintenance records for all substation equipment.

Implements recommended settings for substation equipment and devices. Properly records maintenance data and submits to Operations Manager.

Provides assistance in the construction and installation of overhead and underground facilities, security lights, and meters.

Responds, investigates, and/or repairs service interruptions to ensure or to provide prompt restoration of service, and assists in evaluating the cause of the interruption to prevent future interruptions and provide continued reliability.

Participates in on-call rotations for outages and associated service interruptions after normal working hours, and on holidays and weekends. Maintains availability for necessary on-call and work outside of normal working hours.

Prepares vehicles for construction and/or maintenance projects to include fueling, loading, unloading, stocking materials, and supplies and inspecting PPE, vehicles, tools and equipment for safety compliance.

Responsible for tools and material assigned to the vehicle on which he is working as well as the general good housekeeping of vehicles.

Assists the Operations Manager in planning, developing, and recommending work plans and programs pertaining to substations.

### **MINIMUM QUALIFICATIONS**

Journeyman Lineman with Substation Apprenticeship completion AND four years of experience working with substation equipment, line reclosers and transformers OR equivalent combination of education and experience.

Must have a valid driver's license and obtain a valid Wyoming Class A Commercial Driver's License (CDL) within six (6) months of hire; must keep current and valid throughout employment.

### **WORKING CONDITIONS**

Work is performed both inside and outside. The employee must frequently move up to 50 pounds and occasionally move up to 100 pounds. Employee must frequently navigate stairs. Must recognize, avoid,

and communicate safety hazards to others. There may be moderate safety hazards, primarily from falling objects or improperly handled equipment. This position will normally have regular hours of work with irregular volume of activity. Some overtime may be required. On-Call rotation required with response time of 45 minutes.

This position requires regular travel to high voltage electrical substations, metering locations and commercial/industrial locations. While performing the duties of this job, the employee frequently works outside in inclement and varying weather conditions and in industrial settings where the noise level can be moderate to high. The employee may occasionally work near mechanical parts, in high or precarious places and may occasionally be exposed to fumes or airborne particles, as well as the risk of electrical shock.

**NOTES:**

- FLSA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- Successful applicants must pass a background/reference check, medical assessment, and drug test before hire.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.
- High Plains Power offers a competitive benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, paid holidays, PTO, and tuition reimbursement program.