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# Example of High Voltage Job Description

Our company is growing rapidly and is looking to fill the role of high voltage. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for high voltage

* Track site discrete relay calibration due dates for assigned sites
* Supervise and perform activities on the collection/interconnect systems
* Rack in/out breakers and switchgear as necessary
* Analyze water samples and adds chemicals as required
* Report defects and recommend improvements, alterations and repairs
* Maintain inventory lists and requisitions supplies, materials and repair parts
* Perform related work appropriate to the classification as assigned
* Perform administrative functions, such as writing technical reports, ordering materials, securing quotations, preparing job status reports, developing customer facing reports, and maintain these records on file as a reference for future outages
* Maintain knowledge of the various reporting systems to the extent required for timely and accurate input of necessary field information, and manage field team’s labor debrief, payroll time, and travel & living expenses on a regular, timely and thorough basis
* Drive EHS culture and ensure compliance

## Qualifications for high voltage

* Ability to pull software diagnosis codes and troubleshoot HV vehicle system related issues including test set ups and design issues
* Achieved HV Level 2 Safety certification
* Achieved Tier 2 Driver certification
* Bachelor’s degree required in Electrical Engineering or Electronic Controls Engineering (BSEE or BSECE)
* 5+ years engineering experience required, specifically, developing electric vehicle high voltage electrical system Level FMEA's
* Strong leadership skills, ability to effectively interact with multiple cross functional team stakeholders