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# Example of Relay Technician Job Description

Our company is growing rapidly and is looking to fill the role of relay technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for relay technician

* Makes final check of new substation protective equipment and instruments before they are put into service to insure their correct installation and operation
* Lift, carry, and install various tools, parts and equipment weighing up to 100 pounds on mountainous terrain, dams, canals, stairways and ladders
* Work on ladders and other elevated structures with the use of Personal Protection Equipment
* Pack and move from ground, trucks or platforms, equipment, power/hand tools and other materials
* Ability to work with other technicians on testing and installing equipment
* Use software programs utilized in programming, testing, commissioning, inspecting, repairing and adjusting system equipment such as “Doble ProTest” or “Protection Suite” software
* Conduct various electrical tests of high voltage electrical equipment in accordance with test criteria established by policies and procedures or written test plans and maintain accurate records of test results and report results to the development and testing group
* Determine, diagnose, and isolate electrical trouble and detect electrical faults in equipment and make necessary repairs
* Interpret and apply manufacturer’s documentation related to substation equipment
* Must be able to successfully complete the necessary training modules as set forth by the Safety and Skills Training Department and OJT Qualification and Certification process

## Qualifications for relay technician

* Journeyman in of the electrical trades
* Assist with and analyzing and interpreting test data
* Will learn how to recommend changes in circuitry or installation specifications to simplify assembly and maintenance
* Assist with adjusting, calibrating, aligning, and modifying circuitry for any type of electro-magnetic relays and digital relays
* Will assist with writing technical reports and developing charts, graphs, and schematics to describe and illustrate system's operating
* Five or more years of technical and hands on experience in a utility based environment