



February 5, 2025

**ELECTRICAL CONTROL TECHNICIAN
WATER & ELECTRIC DEPARTMENT
VILLAGE OF WINNETKA**

The Electrical Control Technician inspects, tests, cleans, calibrates, installs, maintains, and repairs all electrical protection equipment and systems and their metering and interfaces at the Electric Plant, load centers, substations, and distribution facilities including motor protection, circuit protection, and generator protection. This position also engages in troubleshooting and repair of electrical protection equipment and systems used in the Water Plant and reservoir as needed.

Minimum Qualifications:

- Associate's degree, Trade, or Technical School. Bachelor's Degree in Electrical Engineering or related field preferred.
- Five years minimum work experience as a relay technician or as apprentice relay technician.
- Any equivalent combination of training, education, and/or experience.

Essential Duties:

- Formulate and recommend maintenance, test procedures and standards; plan for equipment and material needs;
- Maintain and interpret "as-built" diagrams and drawings of electrical systems at the Electric Plant, substations, and load centers.
- Install, service, maintain, inspect, test, repair, replace, disassemble, adjust, and clean electrical and related equipment and relays used to protect and control functions of equipment
- Connect relay to test equipment and adjust controls to simulate operating conditions; observe ammeters, voltmeters, and related test equipment to determine proper relay functions
- Periodically inspect and test relays at functioning points; connect test apparatus to troubled circuit; analyze test results and interpret electrical diagrams to locate defective relay; open and close switches to isolate defective relay; and undertake repairs to prevent and remedy abnormal performance or failure of transmission and distribution lines and equipment.
- Maintain relay protection settings records
- Test and repair switchboard and equipment circuitry,
- Test insulators and bushings of equipment for power leakage,
- Inspect, test, and maintain voltage regulator controls, tighten connections, replace defective regulator parts, including motor controls, fuses, or capacitors.
- Test circuits and equipment to evaluate factors
- Service and repair storage batteries as power source for lighting purposes for switchgear.
- Compile test result data, service reports indicating parts repaired or replaced, adjustments and corrections made, and related operational and maintenance records.
- Recommend the ordering of replacement parts to replenish inventories.
- Oversee and inspect the quality of work performed by outside contractors relative to electrical protection equipment.
- Meet and confer daily with plant operators to evaluate plant operation.
- Confer with other Village personnel, outside vendors, and other utilities regarding the scheduling of maintenance and repair activities, trouble shooting, parts, and new products and materials.
- Perform other duties as assigned.

Shifts are typically 8 hours in duration (7 a.m. to 3:30 p.m.), 40 hours weekly, but may be extended or altered in the event of emergency, personnel shortage, workload, and/or work in progress. Work is frequently required in areas surrounded by energized electric power and control circuits.

Position Range: \$103,434 - \$139,313 annual, DOQ.

Position is Open Until Filled.

Applications must be completed online at www.villageofwinnetka.org.

For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or aeriksson@winnetka.org.

Equal Opportunity Employer