



City of Austin - JOB DESCRIPTION



Relay Technician I

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	10283	Salary Grade:	Z01
Approved:		Last Revised:	June 12, 2023

Purpose:

Under close supervision, this position assists with performing installation, testing, maintenance, and repair activities for protective relay systems and associated communication, measurement, and control equipment required for the safe and reliable operation of Austin Energy's (AE) Electric System.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs On-the-Job Training (OJT), participates in self-paced and instructor-led training activities, and helps maintain records to document progression in the Apprenticeship Program.
2. Assists with installation, commissioning, testing, maintenance, and repair of protective relaying equipment and schemes, metering, remote control, and data acquisition systems in electrical substations with voltages up to 345 kilovolts (kV).
3. Assists with performing trip and function checks, point-to-point checks, circuit analysis, testing of the relaying systems, and in-service checks of substation equipment.
4. Assists with the installation, troubleshooting, and operation of substation electrical equipment i.e., circuit breakers, transformers, and switches including grounding.
5. Responds to on-call, emergency call-back, and after-hour outages due to weather-related events, system disturbances, equipment malfunction, and/or damage.
6. Maintains documentation on systems for International Standards Organization (ISO), Electric Reliability Council of Texas (ERCOT), and North America Electric Reliability Council (NERC) compliance and maintains assigned vehicle, tools, stock, and parts inventories.
7. Assists with the operation of high-voltage transmission, substation, and distribution switching devices and equipment, using proper Personal Protective Equipment (PPE), to de-energize and isolate circuits.

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of AE safety rules, regulations, work practices, standards, and procedures associated with electrical substations and protective relaying systems.
- Knowledge of safety rules, procedures, and hazards involved with working on and around energized electrical systems (lines and equipment/high and low voltage).
- Knowledge of the electrical theory and principles related to electricity, magnetism, and electrical equipment (i.e. transformers and switches).
- Knowledge of utility communication, relaying, monitoring, and control systems.
- Knowledge of switching devices and equipment used to de-energize and isolate circuits and devices on AE's electrical transmission, substation, and distribution system.
- Skill in analyzing data and using mathematics to solve protective relaying system problems or issues.
- Skill in operating computers and related software applications.
- Skill in properly using, inspecting, maintaining, and safely storing PPE.

- Ability to wire and troubleshoot AC and DC control circuits associated with high-voltage utility protection schemes; electro-mechanical, electronic, and digital relays and devices; and associated equipment.
- Ability to climb ladders and work on and around elevated work positions/platforms and bucket trucks.
- Ability to apply knowledge and skills obtained from classroom training and OJT.
- Ability to read and understand oral, written, and electronic instructions, technical manuals, blueprints, sketches, diagrams, and drawings.
- Ability to meet and maintain driver eligibility standards in the COA Driver Safety Program.
- Ability to work flexible hours, weekends, holidays, and night work as needed.
- Ability to establish and maintain effective communication and professional working relationships with City employees, customers, and the public.
- Ability to properly inspect and safely use various hand and powered tools, equipment, instruments, test equipment, and materials used in the installation, maintenance, testing, and repair of protective relaying equipment and schemes.
- Ability to drive, inspect, and maintain various electric utility vehicles.
- Ability to learn and apply principles of electrical theory as it relates to relays, test equipment, transformers, switches, etc.
- Ability to perform strenuous work in all types of weather conditions.
- Ability to work with frequent interruptions, changes in priorities, and rotating shifts.
- Ability to properly lift and carry equipment and supplies weighing up to fifty (50) pounds.
- Ability to visually discern between different colors (i.e. red from green or blue from yellow, full color vision).
- Ability to safely work in and around electrical substations and other work areas and equipment where high voltage, up to 345 kilovolts (kV), may be present.

Minimum Qualifications:

- Graduation with an Associate degree from an accredited college or university in Electrical Engineering, Electronics Technology, Engineering Technology, Avionics, or electronics/electrical-related field.
- Two (2) years of electric utility experience in relay-protection, substation, distribution, transmission, generation, etc., or successful completion of a formal relay-protection training program, may substitute for the required education.

Licenses and Certifications Required:

- Valid Texas class C driver license or ability to obtain within ninety (90) days of employment.
- Ability to produce and maintain an acceptable driving record.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

JOIN THE CITY OF AUSTIN TEAM at Austin Energy

At the City of Austin, we are more than just an employer—we are a vibrant community dedicated to shaping one of the nation's most dynamic and innovative cities. Our guiding principles—Empathy, Ethics, Excellence, Engagement, and Equity — anchor our approach in delivering services that significantly impact the lives of Austin residents. Joining the City of Austin means embarking on a purposeful career, contributing to the community, and being part of a forward-thinking organization that values every employee.

Notes to Candidate:

This position serves in Austin Energy's Relay Team. As a vocational intern The work will gain foundational understanding of protection and control systems. Assist in installation, maintenance, and testing of protective relays. Learn and apply safety protocols in high-voltage environments. Interpret and use electrical drawings and schematics.

Location:

Austin Energy 2526 Kramer Lane Austin Texas 7878

Days and Hours:

Monday through Friday. 6:00am – 3:00pm *Hours for students may be flexed.

Recent Graduates from May 2024 – May 2025 and student currently enrolled are eligible to apply by submitting your resume. Include in your resume your knowledge of AC and DC voltages and your understanding of Power Triangle and OHMs Law. Please include your current GPA and all course work completed and anticipated graduation date. Resumes can be submitted to Austin Energy Recruiter Diane Kerlin by email. Email Address: diane.kerlin@austinenenergy.com. For additional questions about the position and Austin Energy call Diane Kerlin at 512-698-9262.