

Title: Field Service Technician  
Reports To: Division Manager  
Direct Reports: none  
Issue Date: October 8, 2019

Version: 3.0

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### General Description:

The Field Services Technician will predominantly conduct testing, maintenance and commissioning of a wide range of Power System equipment from low voltage to very high voltage levels, including the retrofit of MV and LV equipment, and some installation works. . In addition, they may also assist with the design, management, and procurement of power system equipment including switchgear and transformers.

Taking a project management approach, their technical and troubleshooting expertise will be utilized in diverse projects to support both clients and the Prime team. Field work is a substantial percentage of this position and involves some travel, primarily in BC.

### Leadership:

- Represent Prime Engineering Limited in a positive and professional way, both internally and externally
- Work to achieve overall company goals
- Foster teamwork, work collaboratively and well within a team environment
- Maintain a clean work environment
- Take personal responsibility, and foster team responsibility, to work safely

### Responsibilities:

- Adhere to all Prime Engineering policies, processes, and standards
- Reporting to the Field Services Manager, conduct testing, maintenance, commissioning, and completely manage the project requirements in conjunction with both internal and client requirements
- Work safely and efficiently on electrical systems in a variety of environments, including commercial, industrial and utility
- Provide technical support to both clients and Prime personnel, as required
- Perform start-up, testing, and commissioning work on power system equipment such as transformers, switches, breakers, relays (electromechanical, solid state and digital), capacitors, SCADA systems, generators, motors and more
- Provide creative, innovative solutions to equipment requirements, including onsite retrofits
- Provide leadership and guidance to local electrical contractors on the safe installation of certain electrical equipment
- Liaise with, and integrate electrical designs with, control system designs

- Install and maintain electrical power distribution and transmission equipment such as those mentioned above, as well as electrical equipment and apparatus in generating stations or powerhouses, commercial and industrial facilities
- Review electrical protection and coordination studies to create relay settings files and automated test plans
- Troubleshoot, repair, or replace faulty electrical equipment and apparatus
- Assist with engineering studies including but not limited to, load flow, short circuit, coordination, Arc Flash, ground grid, and motor starting analysis
- Technical report writing and completion of test sheets
- Specify and select electrical equipment, prepare data sheets, prepare RFQ's and material requisitions
- Interface with vendors, review vendor bids, conduct technical evaluations and make recommendations
- Manage and schedule projects in conjunction with colleagues and clients' needs and demands
- Prepare project documentation including operation and maintenance manuals and drawings
- Track and be responsible for project costing and profitability
- Drive company vehicle for site visits, ensuring proper care and use of vehicles and equipment under your direction
- Maintain a clean work environment
- Keep abreast of related industry matters through third party resources and networks

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

### Required Competencies:

- Capable of assuming responsibility and exercising independent judgement
- Able to evaluate assignments, determine procedures and implement solutions, help schedule work to meet objectives, participate in short- and long-range planning
- Excellent written and verbal communication skills, with tenacity to resolve issues in a timely manner
- Desire to learn and research topics outside area of expertise to implement within new designs
- Effective time management skills with the ability to multi-task and work on multiple projects concurrently under strict deadlines
- Able to adapt quickly to changing work demands without compromising accuracy and quality of work
- Outstanding Client Service
- Self-motivated, demonstrated initiative with a strong sense of urgency
- Self-reliant and capable of working on-site, alone when required
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization
- Ability to excel in a high stress, fast paced environment

### Qualifications:

- Electrical Technologist / Field Technician / Power System Electrician / Electrical Engineer or related
- Knowledge of commercial and industrial contracting environment
- Direct experience commissioning, testing or maintaining power system equipment is preferred
- Able to work flexible shifts, including weekends, evenings and statutory holidays
- Excellent knowledge of three phase power systems
- Experience on single and three phase systems ranging from 120v to 360 kV an asset.
- Familiar with NETA testing standards, and the use of test equipment, NETA certification and experience is considered an asset
- Relay testing experience
- Excellent MS Office skills
- Willing and able to work out of town, as needed
- Minimum of Level 1 Occupational First Aid in-force certification is a condition of employment
- Valid BC Driver's license and clean driving abstract are conditions of employment
- Must be legally entitled to work in Canada

### Measures of Performance:

- Ability to manage work to deadline
- Quality of detailed technical work
- Quality of documentation
- Communication and collaboration at all levels
- Customer satisfaction
- Adherence to Prime safety and training requirements