

# Engineering Substation Technician



Posted: June 17, 2026 | Deadline: **July 7, 2026, 5:00 PM (CST)**

Job Type: Full-Time | FLSA Type: Non-Exempt/Hourly

Salary: \$26 - \$43 per hour DOE

## Position Summary

Taylor Electric is seeking a *Substation Engineering Technician* to support the engineering team in maintaining the reliability of the Taylor Electric system. The position provides technical expertise of substation equipment, maintains and troubleshoots substation and metering equipment, performs field programming and testing, and ensures compliance with industry standards.

The ideal candidate will be safety-focused, detail-oriented and technically skilled.

## Work Hours/Conditions

- Established work schedule is Monday – Thursday, 6:30 a.m. to 5:00 p.m. with a one (1) hour lunch break.
- The majority of work takes place in a vehicle and outdoors with some office work.
- See job description for physical requirements.

## Education/Experience

- High school diploma or equivalent is required.
- Completion of technical courses in distribution or substation systems preferred.
- Experience with electrical distribution systems preferred.

## Certification/Requirements

- Must possess a current driver's license and have and maintain an insurable driving record.
- Must be able to become certified in CPR and First Aid (training provided).

**Please see full job description below for further details.**

## Why You'll Love Working at Taylor Electric

- Competitive salary and comprehensive health benefits (medical, dental, vision).
- Traditional Retirement *and* 401(k) plans with employer contributions.
- Help deliver reliable power to members in your community.

## How to Apply

- An employment application is required to apply for this position.
- Click [here](#) to access the employment application or visit the career page at [www.taylorelectric.com/career-opportunities](http://www.taylorelectric.com/career-opportunities).

**To apply for this job please complete a job application and return to:**

Contact: Allison Griffin, Administrative Services Manager

Email Address: HR\_Personnel@taylorelectric.coop

Website: [www.taylorelectric.com](http://www.taylorelectric.com)

Phone: 325-793-8539

# JOB DESCRIPTION

## Taylor Electric Cooperative, Inc.

**Job Title:** Engineering Substation Technician

**FLSA Status:** Non-Exempt

**Job Codes:** TEC: | NRECA: 54-6421

**Department:** Engineering

**Date Revised:** July 2025

### 1. Objective

- a. Performs and supports electric engineering activities for the Cooperative in accordance with established standards under RUS, ERCOT, NERC, National Electric Safety Code and other governing codes to ensure members receive consistent and reliable electric service.
- b. Conducts field maintenance, programming, and troubleshooting of distribution and substation equipment.
- c. All above objectives are expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

### 2. Essential Job Functions

- a. Serves as subject matter expert for all aspects inside the fence of a substation.
- b. Processes service orders to install and maintain meters throughout the system as well as general engineering tickets.
- c. Assists in the troubleshooting of metering problems and failures within the system.
- d. Assists with wiring and testing of CT's, PT's and PME equipment in the field.
- e. Inspects, maintains and repairs relays, voltage regulators, capacitors and other distribution equipment to prevent and remedy performance issues.
- f. Performs maintenance and service of substations and distribution field equipment following procedures and recording standards.
- g. Assists with testing of meters in the field and meter lab to ensure accuracy.
- h. Maintain inventory of all substation material and equipment to ensure proper tracking, storage and availability.
- i. Assists in the gathering of meter readings when AMI devices fail to operate properly.
- j. Support the monthly billing cycles by providing meter readings and troubleshooting data.
- k. Provides quality member service by addressing questions and complaints pertaining to engineering functions.
- l. Collaborates with co-workers and other departments to ensure efficiency and safe work practices.
- m. Attends weekly safety meetings and follows safety commandments.

### 3. Reports to

- a. Substation & Metering Manager

### 4. Supervises

- a. None

### 5. Job Specifications

- a. Mathematical Skills – Must have the ability to work with basic mathematical concepts.
- b. Technical Ability – Must have the ability to work and solve technical problems.
- c. Reasoning Ability – Must have the ability to solve practical problems and find possible solutions. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- d. Language Skills – Must have the ability to read, write and speak the English language.
- e. Communication Skills - Must be able to communicate clearly and accurately for work and safety compliance.
- f. Computer Skills – Must have a working knowledge of Microsoft Suite (Outlook, Word, Excel) and internet usage. Must have the ability to learn utility management system.

- g. Comprehension – Must have the ability to understand and follow Cooperative maps, Cooperative Safety Manual, work orders, staking sheets, and any type of Cooperative forms related to work being performed. Must have the ability to learn cooperative's service area and distribution system.
- h. Personal Characteristics – Must be a team player and also able to work independently. Must represent the Cooperative in a positive manner and be accountable for professionalism and quality of work.
- i. Physical Characteristics – Able to use hands, fingers, arms for grasping, reaching or holding items. Possess general dexterity to operate small hand tools and a personal computer. Will be required to regularly sit and frequently stand and walk. Will be required to climb, balance, stoop, kneel, crouch and crawl. Must be able hear. Will be required to lift up to 75 pounds. Specific vision abilities include close, distance, color and peripheral vision. Must have depth perception and ability to adjust focus.
- j. Working Conditions – The majority of work takes place in a vehicle and outdoor with some office work. Outdoor work may lead to exposure to extreme heat and humidity as well as extreme cold. Will be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock or vibration. The noise level in the work environment is usually moderate.
- k. Working Hours – Average work week consist of four (4) ten (10) hour days. Work regularly scheduled hours, although weekends, evenings and holidays may be required to meet deadlines or to attend meeting or conferences. Overtime may be required in emergency situations or times of high work volume.

## **6. Education and Experience**

- a. High School diploma or equivalent is required.
- b. Completion of technical courses in distribution or substation systems preferred.
- c. Experience with electrical distribution systems preferred

## **7. Licenses and Certificates**

- a. Must possess a current driver's license and have and maintain an insurable driving record.
- b. CPR and First Aid Certification (on-job training provided)

## **8. Remarks**

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Director of Engineering.
- b. This position is not eligible for telecommuting.