

STUDY GUIDE

TRANSFORMER

SPECIALIST 2

TEST #2669

INTRODUCTION

The Transformer Specialist 2 Test is a job knowledge test designed to cover the major knowledge areas necessary to perform the Transformer Specialist 2 job. This Guide contains strategies to use for taking tests and a study outline, which includes knowledge categories and study references.

TEST SCHEDULING

Employees who apply for positions, bids, and transfers requiring testing before March 9, 2009, will be scheduled for testing by their Supervisor through Human Resources. For those who apply after March 9, 2009, both the employee and their Supervisor will be notified of a scheduled test date by Human Resources. Test times and dates for positions requiring testing will be specified in the bid/transfer/requisition/job posting. Employees should be prepared to test on the specified dates. Only employees who apply for positions requiring testing, and who meet basic qualifications, will be invited to test. Applicants will be scheduled through the recruiter. If you have any questions, please call 626-302-9830.

TEST SESSION

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may not leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins. All questions on this test are multiple-choice with four possible answers. Prior to March 9, 2009, your answers to the questions are indicated by filling in a circle on an answer sheet with a special mark-sense pencil. For your answers to be read accurately by the scanner, you must fill in the circles completely and erase completely any answer you wish to change. After March 9, 2009 you will take the exam on a computer. For more information on this, please see the next section of this study guide, Computer Based Testing.

The test has a 3 hour time limit.

INFORMATION GUIDE FEEDBACK

At the end of this Guide you have been provided with an Information Guide Feedback page. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

TEST TAKING STRATEGIES

INTRODUCTION

The Transformer Specialist 2 Test contains multiple-choice questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

CONFIDENCE

If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

PUNCTUALITY

Arrive early enough to feel relaxed and comfortable before the test begins.

CONCENTRATION

Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. If possible, select a seat away from others who might be distracting. If lighting in the room is poor, sit under a light fixture. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

BUDGET YOUR TIMES

Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

READ CRITICALLY

Read all directions and questions carefully. Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.

MAKE EDUCATED GUESSES

Make an educated guess if you do not know the answer or if you are unsure of it.

CHANGING ANSWERS

If you need to change an answer when testing on a computer, be sure that the new answer is selected instead of the old one.

RETURN TO DIFFICULT QUESTIONS

If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

DOUBLE CHECK MATH CALCULATIONS

Use scratch paper to double check your mathematical calculations.

REVIEW

If time permits, review your answers. Do the questions you skipped previously. When testing on a computer, make sure each multiple choice question has a dot next to the correct answer.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

JOB KNOWLEDGE CATEGORIES AND STUDY REFERENCES

SAFETY AND ENVIRONMENTAL REQUIREMENTS

Knowledge of SCE/SSID safety procedures and requirements (Accident Prevention Manual, shop procedures, Departmental Safety Policies, etc). Knowledge of the types and application of personal protective equipment. Knowledge of safe substation work practices. Knowledge of fire hazards and fire prevention. Knowledge of proper use and disposal procedures for chemical handling. Knowledge of procedures for working with heavy or hydraulic equipment.

TRANSFORMER THEORY

Understands the electrical properties of a transformer and overall transformer function. Knowledge and familiarity with transformer components and their functions. Understands importance of transformer insulation systems and materials.

PROCEDURES/WORK PRACTICES

Understands procedures for repair, rewind, and new installation of transformers. Knowledge and proper use of hand tools for repairing, rewinding, and installing transformers including box end wrenches, torque wrenches, screwdrivers, etc. Knowledge of specialty tools used in repairing, rewinding, and installing transformers, including band saw, table saw, shears, crimper, hydraulic press, winding machine, gasket cutters, gas torch, etc. Ability to take electrical and linear measurements using micrometer, caliper, ruler, measuring and test equipment (MTE), etc. Understands procedures and requirements for transformer draining, filling, and oil processing. Knowledge and use of equipment for transformer draining, filling, and oil processing, including vacuum chamber, dry-out oven, dew point meters, etc. Understands procedures for crimping, taping, and connecting leads.

PRINT READING

Ability to read, recognize, and understand blueprints and diagrams. Knowledge of general blueprint and diagram symbols as they apply to wiring diagrams, one-line diagrams, and mechanical blueprints.

STUDY REFERENCES

Accident Prevention Manual (Available from Corporate Safety)

Fire Information, Prevention, and Education Manual (Available from Corporate Safety)

Substation Operator's Manual: Diagrams, Signs, and Symbols. (Available from TDBU Substation Training)

ANSI Standards (Available from TDBU Management)



STUDY GUIDE FEEDBACK

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison Human Resources - Performance Assessment Services G.O. 4, Ground Floor 8631 Rush St. Rosemead, CA 91770

Test Name: Transformer Specialist 2

If you have encountered any discrepancies in the test, please provide an explanation and the page number below.

COMMENTS