



SUMMARY POSITION DESCRIPTION

POSITION TITLE: Distribution Automation Technician
DEPARTMENT: Operations
REPORTS TO: Director of Information Technology
DIRECTLY SUPERVISES: None
FLSA CLASS: Non-Exempt (Union – IBEW 702)

Position Summary

To install, maintain, monitor, and develop programs related to the IT functions necessary to provide an adequate, reliable, economical supply of electricity to meet total membership requirements. This objective is to be carried out under the guidance of Key Staff.

Essential Responsibilities and Duties

1. Performs the installation and maintenance of the SCADA system. Assists in the collection of data for use in planning related to rate structure, load shedding, system projects, etc.
2. Assists in development and maintains integration with related systems such as PPI's SCADA system, AMI, OMS, and other Distribution Automation functions.
3. Maintains the AMI system. Coordinates with the Billing and Engineering Departments to ensure consistent and accurate meter reads. Communicates with the AMI vendor to ensure that the system is updated, and integration is maintained with the various systems in use at the Cooperative. Assists in research and development of additional platforms to maximize the use of data retrieved from the system.
4. Performs the maintenance and operation of the Land Mobile Voice Radio (LMVR) system. Coordinates with the LMVR vendor to update and maintain the system as required to provide quality, consistent communication across the system's geographical area.
5. Maintains the Automated Vehicle Locating (AVL) system that is integrated with the LMVR system.
6. Assists with the implementation and maintenance of GIS functions related to system inventory, staking, and mobile workforce applications. Assists with investigation of other opportunities to utilize GIS.
7. Coordinates with external network consultants to maintain the computer systems of the Cooperative. Assists in researching options for employing computer systems in a mobile application for use by personnel in the field.
8. Coordinates with external network consultants to maintain networks in place for communication with other systems and databases necessary for storage of data retrieved.
9. Assists in coordination of the meter inventory to ensure a consistent supply of meters for use in the delivery of electricity to the membership. Maintains and programs meters. Develops and maintains a complete understanding of metering to assist Operations personnel in installation and troubleshooting.

10. Assists in oversight of distribution automation equipment such as voltage regulator panels, capacitor controls, OCRs, etc. Assists in investigating opportunities to automate equipment on the distribution system.
 11. Maintains knowledge of the Milsoft Windmil model in order to assist, when necessary, with updating due to changes and additions to the Cooperative's distribution system.
 12. Assists with development of an Infrared Camera program for use on the distribution system.
 13. Maintains the database for FCC licenses used for the operation of the SCADA, LMVR, and WBB systems.
 14. Maintains a working knowledge of the OMS system in order to coordinate updates and maintenance of the system with the OMS vendor.
 15. Assists Operations and Engineering as needed during outage events.
 16. Performs other duties as assigned from time to time.
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Qualifications

- High school diploma or equivalent required.
 - The following courses, equivalent experience, or proficiency are also required:
 - College level AC/DC circuitry
 - College level technical mathematics, including algebra and trigonometry
 - College level applied physics
 - College level computer and networking
 - Must have appropriate valid Class "A" Commercial Driver's License.
 - Must have knowledge of SCADA framework and maintenance.
 - Must possess IT skills related to computer programming, networking, and database access.
 - Must possess excellent verbal and written communication skills and be able to effectively communicate with employees, members and general public.
 - Must be able to comprehend electrical schematics and circuit diagrams in order to diagnose AC/DC control systems.
 - Must be able to operate electronic testing and analysis equipment, as well as computer-based equipment.
 - Must possess a knowledge of voice radio systems.
 - Must be a self-starter.
 - Must be able to perform work in weather extremes, both hot and cold.
 - Ability to work and cooperate with others.
 - Must pass a pre-employment screening, physical requirements and drug screen.
 - Requires the ability to hear, use near and far vision, stand, walk, kneel, bend, crouch, crawl, twist, climb and manipulate a variety of materials, tools and controls.
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Working Conditions

1. Works outdoors with great physical exertion. Requires sedentary work as well.
2. Reaches with hands and arms overhead, climb, balance, stoop, kneel, crouch and crawl as needed to perform the necessary work.
3. Works in poor weather conditions.
4. Works on uneven terrain, along roads and encounters vehicular traffic.
5. Works around noisy equipment.

6. Works occasionally at night, on holidays and weekends.
7. Works with energized electrical lines and associated equipment.
8. Maintains equipment on poles and other aerial devices at heights of 55 feet or more above ground.
9. Frequently lifts materials and equipment weighing up to 50 pounds but occasionally up to 100 pounds.
10. Shovels dirt and works in excavations.

Revised

(Insert date here)

Accepted by: _____
Employee

Date: _____

Witnessed by: _____
Human Resources

Date: _____