

## **Tri-County Electric Cooperative, Inc. Position Description**

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**Job Title: SCADA Technician**  
**Department: Engineering**  
**Reports To: Relay and Substation Supervisor**  
**Effective Date: January 2018**  
**Classification: Non-Exempt**

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### **JOB SUMMARY:**

Support the operation of substation equipment as well as the delivery of accurate, reliable load data and alarms by installing, maintaining and troubleshooting all of the equipment required by the SCADA system.

### **EDUCATION, TRAINING AND EXPERIENCE:**

Completion of a technical school certificate/degree or an Associate's Degree in Technology preferred and two or more years' experience in SCADA related field, or an equivalent combination of education and experience. High school diploma or equivalent.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

1. Read, download and program solid-state relays and all miscellaneous substation equipment.
2. Perform the installation and maintenance of SCADA and associated equipment, including metering, control and status monitoring devices, RTU's, power supplies and all related cabling such as RS-232, fiber optic, coaxial, Ethernet and low voltage electrical wiring.
3. Assist with SCADA master database and HMI maintenance including but not limited to software updates, historical reports, graphics, telemetry, data entry and alarm verification.
4. Install, test, troubleshoot and repair fiber optic.
5. Install, test, and troubleshoot electrical equipment controls and protective relay devices.
6. Operate personal computer for programming SCADA and other communication equipment.
7. Generate reports for SCADA data analysis.
8. Configure and upgrade all field RTU's and perform compatibility expansions.
9. Test, troubleshoot and inspect protocol traffic and communication channels using devices such as a protocol analyzer and Fluke test equipment.
10. Install and maintain SCADA hardware and software changes and upgrades including firmware upgrades, patch updates, new feature implementation and security updates
11. Attend regular training pertaining to all relevant responsibilities and stay up to date on common SCADA practices, technologies and industry uses.
12. Originate and maintain accurate records, files and reports related to areas of

responsibility.

13. Inspect and maintain assigned vehicle. Vehicles are monitored throughout operations. Service requirements are reported as soon as detected.
14. Assist others by performing other duties as may be requested.
15. Perform duties in accordance with all applicable policies, rules, regulations and laws pertaining to Tri-County Electric.
16. Serve members and customer by taking appropriate action on requests and questions promptly and ensure they are treated with courtesy at all times.
17. Maintain effective communications with other departments to assure coordinated efforts and understanding in carrying out objectives. Work to obtain mutual agreement on problems involving coordination.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must have an effective working knowledge of the National Electrical Safety Code
2. Ability and knowledge to use mathematical formulas as related to the position.
3. Must have thorough knowledge of AC and DC theory and communication system theory.
4. Ability to operate electrical, electronic and computer equipment to perform the essential job functions
5. Must know, understand and apply all OSHA and Cooperative regulations and safety rules necessary to perform the job.
6. Ability to accurately read and interpret electrical schematics and wiring diagrams.
7. Manual dexterity to perform finger and hand manipulation and ability to perform repetitive motions.
8. Ability to work independently.
9. Ability to communicate by two-way radio or telephone with dispatch and other vehicles.
10. Effective communication and interpersonal skills that allow for establishing and maintaining effective working relationships with and between customers, management staff and other associates.
11. Demonstrated knowledge of personal computer skills that include spreadsheet and word processing, mainframe computer skills such as inquiry, data entry and printer operation skills.
12. Demonstrated knowledge and ability in planning, organization and coordination of a variety of activities to obtain maximum results.
13. Ability to prepare and present reports, work plans, budgets, estimates and performance records.

**OCCASIONAL RESPONSIBILITIES AND DUTIES:**

1. Participation in technical, professional and community activities.
2. Assume other activities and responsibilities from time to time as directed.
3. Travel by automobile or airplane to various locations for work, training or planning purposes.
4. Assist in reading, recording, and programming substation devices.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general guidance and direction from the Relay and Substation Supervisor. Supervises none.

**PHYSICAL, MENTAL AND VISUAL DEMANDS:**

1. Ability to work steadily for prolonged periods of time, doing a variety of tasks and repetitive work, with many interruptions, deadlines, high degree of accuracy and under a heavy workload, if necessary.
2. Regularly required to use hands to finger, handle, or feel objects, tools or controls; drive and ride in motor vehicles; reach with hands and arms; climb, balance; talk and hear. Frequently required to stand; walk; sit; stoop; kneel; crouch; or crawl.
3. The employee must lift, push, pull and/or move on a daily basis 50 - 75 pounds.
4. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

This position description is no intended to be all-inclusive; an employee will also perform other job responsibilities as assigned by the immediate supervisor or management.

Management reserves the right to change position descriptions, specifications or work schedules to accommodate individuals with disabilities or as the need arises

This position description does not constitute a written or implied contract of employment.