

**POSITION NO. C-15**

**PAYROLL TITLE:** SCADA and Substation Engineer  
**DEPARTMENT:** Engineering  
**PROPOSED RATE OF PAY:** See Wage and Salary Survey  
**SUPERVISOR/SUPERVISES:** See Organizational Chart

**POSITION OBJECTIVE:**

It is the objective of this position to be responsible for meeting the needs of the membership by maintaining field equipment, processing engineering and operational data and reports, and developing and maintaining system control and data acquisition systems.

**PRIMARY RESPONSIBILITIES:**

1. Maintain accurate engineering and operation data through the utilization of available resources and following established policies, practices, and procedures by obtaining, monitoring, and processing appropriate data. (Metering, SCADA, mapping, joint use, OCR records, timber records, outage, Callnet, etc.)
2. Process monthly data reports.
3. Support outage dispatching and communications as needed.

Complete the monthly Engineering process for Wesley Substation and develop a report for the Manager of Engineering to review and approve for reliability compliance.

4. Develop and maintain the Cooperative's system control and data acquisition systems, including field devices and radios.
5. Monitor the SCADA system for alarms and potential maintenance issues and process service orders for Operations.
6. Maintain substation and field equipment and supplies, i.e. backup generators, nitrogen systems, relays.
7. Maintain the truck communication system, including office equipment, and coordinate changes with Buckeye Power

8. Maintain substation security systems (cameras and sensor systems).
9. Perform and review substation inspection reports as assigned and process service orders for operations.
10. Conduct energy audits and process reports in a timely manner.
11. Perform all other duties as assigned by Supervisor.

**PLANNING:**

1. Compile and submit an annual work plan and budget items to be included in the Cooperative Work Plan and Budget.

**OTHER:**

1. Provide Back-up to the primary functions of the Electrical Planning Engineer C-10.

**QUALIFICATIONS:**

1. Ability to conform to policies established for the Cooperative by the Board of Trustees.
2. Must have good communication, customer service and employee relation skills.
3. Must have management skills in the areas of supervision, planning and budgeting.
4. Must be knowledgeable in the areas of line construction, maintenance of lines, substation construction and maintenance and other technical areas of electrical distribution and transmission.

**PAYROLL TITLE:**

**SCADA and Substation Engineer**

**START:**

Individual must have a Bachelor of Science degree or applicable and equivalent work experience.

**LEVEL I:**

Individual is knowledgeable of service area and substation equipment, has a working knowledge of the National Electric Safety Code, and has the ability to effectively coordinate available resources.

**LEVEL II:**

Individual has the ability to effectively coordinate office/operations/engineering functions as they relate to outages, service issues, substation communication, and engineering and operations procedures.

**TOP:**

Individual is able to perform and supervise duties associated with engineering data services, communications, and substation equipment.

**ADVANCED:**

Individual must have completed education or training program relating to SCADA systems, communication systems, and distribution equipment; proficient in development of SCADA database and reporting, maintenance of the communication systems, and programming of field equipment; or obtained a professional engineering license in the State of Ohio.

**CORE COMPETENCIES:**

Safety Conscious

Integrity and Trust

Ethics and Values

Member Focus

Dependability

Accountability

## **ENGINEERING & OPERATIONS--PHYSICAL/MENTAL REQUIREMENTS:**

Must have sufficient physical health to perform the essential functions, duties and responsibilities of the job. Must be able to address work situations that; involve frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure; involve adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; require preparing exact verbal and numerical records; require complying with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards; require interpersonal relationships in a job setting beyond giving and receiving work instructions. Must have acute consciousness of safety and positive attitude toward accident prevention and meet the safety equipment limitations of all tools and safety equipment required for this position.

## **ESSENTIAL JOB FUNCTIONS:**

1. Strength            Medium work. Lifting, carrying, pushing, pulling 20 - 50 lbs. occasionally, 10 - 25 lbs. frequently, or up to 10 lbs. constantly. Can include walking and or standing frequently even though weight is negligible. Can include pushing and or pulling of arm and or leg controls.
2. Climbing            Occasionally. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet, and legs or hands and arms. Body agility is important.
3. Balancing            Occasionally. Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
4. Stooping            Occasionally. Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
5. Kneeling            Occasionally. Bending legs at knees to come to rest on knee or knees.
6. Crouching            Occasionally. Bending body downward and forward by bending legs and spine.
7. Crawling            Occasionally. Moving about on hands and knees or hands and feet.
8. Reaching            Frequently. Extending hand(s) or arms(s) in any direction.
9. Handling            Frequently. Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
10. Fingering            Frequently: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

11. Talking Frequently: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
12. Hearing Frequently: Perceiving the nature of sounds by ear.
13. Near Acuity Frequently: Clarity of vision at 20 inches or less.
14. Far Acuity Clarity of vision at 20 feet or more.
15. Accommodation Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.
16. Depth Perception Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
16. Color Vision Occasionally. Ability to identify and distinguish colors.

**EDUCATION REQUIREMENTS:**

Basic knowledge of language arts, math and social sciences, plus specific vocational preparation to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job.

**WORK ENVIRONMENT:**

Although this is a salaried position, the normal work week is comprised of five 8-hour shifts during the seven-day work week. Shifts will be scheduled in advance but may vary during the work week. Work completed inside office facility and outside in the general service territory.

**ELECTRONIC AND/OR MOTORIZED EQUIPMENT TO BE USED:**

Electrical/electronic machinery, equipment, and supplies, passenger vehicles, trucks, trailers, forklift, telephone, personal computer, printers, plotters, calculator, telefax machine, copy machine, and various measuring tools and instruments.