POSITION DESCRIPTION

POSITION TITLE: SCADA/AMI Operator
DATE: 6/15/2012
DEPARTMENT: Engineering and Technology
APPROVED BY:
REPORTS TO: Systems Operation Center Director
CLASSIFICATION: Exempt

POSITION PURPOSE:
To monitor and operate the functions associated with the supervisory control and data acquisition (SCADA) and advanced metering infrastructure (AMI) systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Communicate locations of personnel, equipment, outage information and safety measures with internal and field personnel.
• Communicate member requests with appropriate internal and field personnel.
• Perform SCADA/AMI operations as required by line personnel.
• Administer SCADA and AMI programming and data collection functions.
• Utilize the SCADA and AMI systems to monitor system statistics in conjunction with Systems Operation Center functions.
• Responsible for being available for scheduled rotational (on-call) duties and as needed.
• Responsible for following all cooperative safety policies and procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES

• Provide distribution automation programming support as needed.
• Assist in gathering information for reporting needs (board reports, departmental benchmarks, etc.)
• Dispatch outage and power quality calls to the appropriate internal and field personnel.
• Assist with the maintenance of database information regarding electrical devices such as reclosers, regulators, capacitors and transformers.
• Utilize MySource applications to perform daily informational activities.
• Performs other work-related activities as requested by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Bachelor’s degree in Computer Science, Electrical Engineering, Management Information Systems or a directly related field; or equivalent combination of education and experience.
• Experience testing procedures and safe practices to minimize data loss and ensure high data integrity.
• Working knowledge of network data communications, client/server functions and hardware/software architectures.
• Knowledge of IP address schema, user account set-ups, permissions and policies and emerging technologies.
• Ability to communicate effectively, orally and in writing: includes listening skills and interacting appropriately with all levels of personnel.
• Ability to manage stress and pressure situations.
• Ability to troubleshoot and analyze data including following various types of process charts, schematics, etc.
• Flexible and adaptable: on-call 24/7; work emergencies as they arise.
• Ability to handle multiple projects, set reasonable priorities and work with minimal supervision
• Ability to distinguish color.
• Demonstrate ability to work effectively in a diverse workforce.
• Must be able to handle routine and emergency situations with speed and accuracy.
• Must be able to understand electrical diagrams and maps.
• Must be able to understand current flow and electrical distribution breaker operations theory.
• Must be able to use a computer proficiently.
• Must be technically inclined toward the use of electronic equipment.
• Must have considerable skill in effectively communicating with a variety of people.
• Must be highly adaptable in a rapidly changing technical environment.
• Must be a team player.
• Must become familiar with all company policies and procedures.

RESPONSIBILITY AND DECISION-MAKING AUTHORITY:

Position requires limited supervision and direction.

WORKING RELATIONSHIPS:

Internal:
• Reports directly to Systems Operation Center Director
• Supervises none

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

• **Attendance and Punctuality** – Begins working on time and keeps absences within guidelines
• **Communications** – Selects and uses appropriate communication methods
• **Oral Communications** – Speaks clearly and persuasively
• **Business Acumen** – Understands business implications of decisions
• **Teamwork** – Balances team and individual responsibilities.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel or crouch and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

This position is also required to drive company vehicle.