



PERU UTILITIES JOB DESCRIPTION

POSITION TITLE: SCADA / ENGINEERING TECHNICIAN
DEPARTMENT: TRANSMISSION / DISTRIBUTION
REPORTS TO: TRANSMISSION / DISTRIBUTION SUPERINTENDENT
FLSA STATUS: NON-EXEMPT UNION (*hourly/overtime eligible*)
DATE APPROVED: 04/23/2019

Job Objective

Performs engineering and fieldwork functions for electrical projects, distribution systems, transmission systems, and substations. Performs a variety of administrative and clerical functions necessary to program, update, and maintain the SCADA System.

Qualifications Required

- A four-year degree in mechanical or electrical engineering, competent in the use of electrical engineering software, able to solve and troubleshoot as the need arises.
- Consideration will be given to current 3rd or 4th year engineering students with the requirement of obtaining a degree in mechanical or electrical engineering within 36 months of the date of their employment.
- Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position.
- **Must possess and maintain a valid Indiana driver's license.**

Essential Job Functions

- Assists in the planning of the design, construction, maintenance, operation, and testing of all substations. This includes equipment specification, relay testing and calibration, operation, maintenance and testing of all equipment such as circuit breakers, regulators, tap changers, battery chargers, and transformers. Will plan and assist in the installation and operation of SCADA System and related data acquisition equipment. Will assist in providing technical support and job-related training to all departments.
- Assist in developing schedules as required, such as scheduling facility improvements.
- Assist in designing and engineering of plant changes, building structures, electrical, and assist contractors with additions or modifications.
- Assist in recommending long-range plans that support the organization's objectives.
- Program and monitor SCADA System.
- Assist in fiber optic applications for SCADA System; splice fiber optic when necessary.
- Complete, process, and maintain required paperwork.
- Coordinating procurement activities to include receiving quotes, ordering stock items and receiving stock.
- Perform testing and repair activities on transformers and other electrical equipment.
- Provide information, answer questions, and handle complaints from the general public.
- PCB and hazardous material compliance.

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SCADA and Engineering Technician

- On call for SCADA problems which may occur.
- Ordering parts and materials as needed and keeping paperwork for requisitions and receiving.
- *Performs other related essential and non-essential functions as required.*

Knowledge, Skills, & Abilities Required to Perform Essential Job Functions

- Ability to use department machines, tools, equipment, and electronic devices, such as fiber line splicer, applicable computer system and software (including CAD & GIS) and other equipment necessary to perform job functions.
- Knowledge and ability to learn, use and maintain electronic devices for repairs to SCADA equipment, fiber optic system lines.
- Specialized knowledge of electricity, technical capacity, and problem-solving analysis.
- Working knowledge of department policies, procedures, practices, guidelines, and methods;
- Working knowledge of services provided by the organization.
- Working knowledge of service area geography.
- Specialized knowledge of the organization's service distribution equipment, such as metering, transducers, relays, transformers, CT's, PT's, switches in electric substations.
- Specialized knowledge of computer programming and mathematical formulas relating to SCADA System.
- Working knowledge of applicable laws, codes, rules, and regulations relative to job functions.
- Ability to perform duties on an on-call basis.
- Ability to accurately prepare, complete, and maintain required records, reports, and paperwork.
- Ability to work well either independently or as a member of a team.
- Ability to effectively utilize reference manuals and materials relating to job functions.
- Ability to read and write and to comprehend and act upon written and oral instructions and to perform duties following policies, procedures, and guidelines pertaining to assigned duties.

Physical Demands and Work Environment

Physical Requirements: Incumbent must have the ability to routinely climb flights of stairs and/or ladders without undue fatigue or assistance. Must have the ability to bend, stoop and lift objects weighing at least 50 pounds without assistance. Must have the ability to use tools including but not limited to hammers, wrenches, and shovels.

Physical Activity: Incumbent performs duties which may require climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing and performing repetitive motions. Must have the ability to operate a motor vehicle safely.

Visual Activity: Incumbent performs duties where seeing is close to the eyes and is required to read, prepare and analyze data and figures, operate a computer system, and perform basic mathematical calculations.

Job Location: Incumbent performs work both inside and outside, and may be exposed to: temperatures below 32 degrees or above 100 degrees for periods of more than one hour; noise (enough noise to cause the employee to shout in order to be heard); hazards (a variety of physical

