

POSITION DESCRIPTION

Position: Engineering Technician

Status: Salaried with Overtime

Department: Engineering Services

Reports to: Manager of Engineering Services

Supervisory Responsibilities: None

Job Summary:

This position is responsible for the installation and maintenance of Capital Electric Cooperative's (CEC) control systems as well as supporting communication, instrumentation, and power supply equipment. This position also maintains and configures the cooperative's load control equipment as well as supports the metering system.

Essential Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential responsibilities.

- Complies with established CEC safety and operating rules, policies, procedures and guidelines. Reports unsafe practices and/or hazards to a supervisor or manager. Commits to and actively involved in CEC's safety programs, initiatives and performance.
- Administers, implements, and maintains CEC's SCADA control, meter reading/outage (AMI), load control, and communication systems, (hereafter Systems) including equipment utilized with the Systems. Maintains a working knowledge of the Systems. Provides support to consultants working on the Systems.
- Performs preventative maintenance of equipment on a regular schedule.
- Installs and maintains substation control and monitoring equipment and effectively utilizes computers for installation, testing, and repair of the Systems.
- Assists with metering configuration and testing; performs installations/changeouts as directed by supervisor.
- Works with other employees to troubleshoot the Systems' problems and implement repairs. Updates technical and program documentation.
- Performs installation, maintenance, and repair work on head-end equipment for the Systems.
- Performs wiring terminations of hardware along with database and/or user graphics updates in software utilized by the Systems.
- Recommends equipment purchases, as needed, for the Systems, including associated procurement and receiving activities.

- Researches, tests and recommends technical improvements to utility operations. Works with employees and suppliers to explain the function of processes and procedures needed for the operation of new equipment.
- Responds to member inquiries regarding technical engineering information, including distributed generation interconnects and load control specifications.
- Assists in fleet maintenance including but not limited to AVL equipment, standby generator, phone, fire detection, and security systems.
- Maintains understanding of current industry trends, code changes, and/or regulatory updates by attending approved training opportunities.

Required Skills/Abilities

- Learns CEC policies, rates, and procedures to assist members, employees and contractors.
- Understands and applies technology as applicable to the Systems and associated equipment utilized by CEC, including, but not limited to: SCADA (ACS), NISC (iVUE), TWACS (Ideas, TNS), Horizon (Load Control) and Microsoft products (Word, Excel, and Outlook).
- Demonstrates strong reading, writing, and mathematical abilities, including measuring, analyzing data and reports, conducting research and implementing recommendations.
- Communicates effectively in verbal and written form, being courteous to others while under stress.
- Excellent interpersonal and customer service skills to members.
- Effectively contributes to a positive work environment in the promotion and accomplishment of CEC's goals and objectives overall and as they relate to the department, solving problems and communicating solutions to others constructively.
- Effectively handles multitude of projects simultaneously, prioritizes tasks, and maintains a high degree of accuracy and quality in work performance while being efficient and timely.
- Makes decisions in the best interest of CEC.
- Utilizes office equipment, test equipment, and hand tools.
- Must maintain a valid ND Driver's License of the type specified by the CEC as necessary to carry out the duties assigned to the position.

Required Education/Experience

- Completion of a 2-year degree in a technical or energy related field
- Relevant experience may substitute for required education.

Preferred Education/Experience

- 4-year degree in a technical or energy related field.
- Experience as a metering, electrical, or controls technician.
- Customer service experience within a technical field.

Attitude

- Must learn, understand, follow, and promote the cooperative philosophy; be sympathetic with, and be interested in furthering CEC’s objectives.
- Must be receptive to changes deemed necessary and be open to suggestions from supervisor as well as peers.

Physical Requirements

- Light work requiring exertion of up to 25 pounds of force occasionally and /or up to 10 pounds of force frequently. Lifting and carrying 10 to 50 pounds occasionally.
- The applicant must be able to use hand tools such as screwdrivers, wrenches, and multimeters.

Environment

- 75% of work is performed in an office/lab environment and 25% at remote CEC substations or other locations.
- Hazards include electrical and mechanical. Appropriate safety equipment required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

APPROVED:

July 2024