



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Relay and SCADA Engineer 1 - 3
REPORTS TO: Electric Engineering Manager

STATUS: Exempt / Non-union
RANGE: 25 – 36 – 43

POSITION SUMMARY: The Relay and SCADA Engineer is responsible for engineering work involving the preparation of conceptual designs, studies, reports and estimates for protection of electric distribution, transmission and substation facilities. Makes recommendations on protective devices used for proper coordination of distribution, transmission and substation equipment. Responsible for the implementation and design of the SCADA system. Performs designs and estimates for the installation of small substation projects. Other engineering tasks associated with serving new and existing customers such as power quality issues. A Relay and SCADA Engineer 1 will initially work under close supervision. With experience, this position will work relatively independently on projects of major complexity and scope with considerable latitude. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Assists in planning studies on distribution, substation and transmission facilities for the 10-year plan.
5. Performs system protection studies, recommends protection devices and prepares work orders for transmission and substation facilities as required.
6. Engineers, plans, studies and produces drawings and estimates for the installation, maintenance and upgrade of the division's SCADA system.
7. Follows the progress of construction and maintenance projects with the line and substation operating personnel.
8. Reviews the completed work order for differences between the design and the as-built; verifies that the work was performed to company specifications, National Electric Code and National Electrical Safety Code.
9. Responsible for establishing and maintaining test plans for the validation of control and protection systems. Evaluates results for accuracy and thoroughness.

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10. Performs electric engineering studies.
11. Engineers, plans, studies and produces drawings, and estimates substation construction, maintenance and upgrade projects as required.
12. Investigates and assists customers on power quality issues.
13. Maintains valid Oregon driver's license and good driving and safety record.
14. Initiates and maintains contacts with key engineers and officials of other organizations regarding utility operating procedures.
15. Collaborates with other engineers on projects that require electrical system expertise; serves as primary resource for expertise in the area of regulatory compliance.

Marginal Functions

16. Performs the duties of supervisor-on-call (SOC).
17. Follows and inspects construction of projects with contract crews.
18. Assists in studies for selecting sites for substations and transmission line routes.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Will consider recent graduate for this position and provide on the job training
- Engineering experience in a utility or other related experience preferred

Knowledge, Skills & Abilities

- Considerable knowledge in mathematics and science and software programs such as Microsoft Word, Excel, Power Point and Access
- Movement through the three classifications is based on performance, years of service and licenses. A Relay and SCADA Engineer 2 is required to have an Oregon Engineer-in-Training license. A Relay and SCADA Engineer 3 is required to have an Oregon Professional Engineer license

Education

- High school diploma or equivalent
- Bachelor's degree in electrical engineering from an ABET accredited school
- Engineer-in-Training license preferred

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maximum alertness and concentration.
- **ABILITY TO DEAL WITH STRESS:** Interacts with co-workers, supervisors and the public; thinks and reacts quickly and calmly in a stressful situation.
- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to energized wires to workers, movements of bucket truck and other equipment.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on Highways
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio

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- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on dirt, concrete, asphalt or solid floors for 20% of the workday.
- **SITTING:** Worker sits on a bench-style pickup seat one-half hour maximum at one time while traveling to a job site on an occasional basis. Total sitting is three hours or more a workday.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 0% - 10%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. – frequently; occasionally worker may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to opening doors.
- **REACHING/HANDLING:** Not usually required.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground.
- **CLIMBING:** Occasionally climbs stairs on business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Occasionally performs a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day. Hearing protection is provided. Exposed to numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

Revised: November 6, 2018