

Concho Valley Electric Cooperative, Inc.
Engineering Technician
Position Description

Position Title: Engineering Technician

Departments: Engineering

Reports To: Manager of Engineering

Oversees: None

FLSA Status: Non-Exempt

NRECA Job Code: 54-2421

Reviewed/Revised: 01/2023

GENERAL DESCRIPTION: Receives supervision weekly; works in accordance with the work plan and applicable laws/codes; works with people internally and externally - particularly with members; may be called back in emergencies; work is moderately stressful in dealing with consumer complaints and meeting deadlines; may work overtime; ability to learn complex programs and implements new technology; follows written directives, procedure manuals, operational instructions, and checklists.

PURPOSE: To provide engineering support and technical services for existing and new systems, review distributed generation interconnection agreements and complete field inspections while maintain safety protocols and procedures, perform energy assessments, assist with SCADA programming and maintenance of SCADA system, assists with GIS mapping and system administration, and assists with radio communications as directed.

ENVIRONMENT: Mixture of inside and outside work; exposed to the outside weather.

INTERNAL CONTACTS: Engineering and Operations, Customer Service, IT/Communications, Billing.

EXTERNAL CONTACTS: Members-Consumers, Consulting Engineer, Federal, State, County, and City Governments, General Public, Other Utilities, Suppliers and Manufacturers and Contractors.

DUTIES AND TASKS OF THE JOB:

- Review Distributed Generation Interconnection Agreements and perform site visits for inspections
- Perform necessary analysis for members utilizing meter data and extract meter data from the meter data management system
- Perform energy assessments for members
- Perform infrared readings for energy assessments and for the electric system as directed by the supervisor
- Troubleshooting and programming protective equipment, devices, and relays
- Updates and makes corrections to the GIS mapping system to reflect any changes made to the electrical system, to reflect accurate and current geographical and land base information, ensure information relating to the service order and work order processes are properly entered into the GIS, and to maintain all pertinent size, type, assembly, configuration, joint use, and maintenance data on electrical distribution system poles, lines, and equipment and generates related reports as needed
- Produces maps, diagrams, drawings, and reports as needed using the GIS mapping system, the AutoCAD software, the database software, and associated plotters, printers, or copiers
- Create and maintain the electric engineering model generated from the GIS mapping system that will be used for importing into engineering analysis software
- Assists with SCADA system administrator duties by maintaining the SCADA database, reviewing and applying software updates, and keeping the SmartVU maps updated
- Assists with remote communications to SCADA-communicated devices
- Closely adheres to Cooperative specifications for the electrical system
- Assists with Annual Meeting
- Interprets staking sheets
- Adapts new technologies as directed to Cooperative operations and systems, attends trainings, and trains other employees in their operation
- Ensures compliance with and is knowledgeable with NEC, NESC, ANSI standards, IEEE recommendations, Cooperative safety procedures, and local codes

- Interact with the Members/consumers as necessary in the execution of fieldwork and resolve Member complaints
- Will be required to operate a computer daily in the execution of assigned duties
- Attends Safety Meetings and is knowledgeable about safety rules
- Follows safety rules and guidelines
- Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PHYSICAL DEMANDS: Able to move 50 pounds; depth/distance visual ability necessary; movement and physical nature of the job includes activities such as standing, walking, sitting, stooping, bending, reaching, kneeling, crouching; must drive a vehicle; minimum exposure to a hazardous environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma required.
- Related supplemental technical or college-level coursework required.
- Excellent computer, mathematic, verbal, and written communication skills.
- One (1) to three (3) years of Cooperative or utility experience preferred.
- One (1) year of GIS, SCADA, and renewable energy experience preferred.