

Job Title: Electric SCADA Administrator

Location: Service Center

Department: System Control

Job Status: Full-Time

Reports To: System Control Manager

Job Grade: 606

Pay Status: Exempt

Date Created/Updated: 12/27/2022

Position Summary

The Electric SCADA Administrator provides support and maintenance of the SurvalentONE ADMS 24/7 real time SCADA control system. This specialist supports managers, engineers, and operations personnel that operate and monitor the integrity of electric distribution system for New Braunfels Utilities.

Essential Duties & Responsibilities

- SCADA system implementation, integration, operation, support and maintenance that includes data analysis, screen development, database updates, point to point checkout and documentation
- Create SCADA display screens (one-lines, overviews, etc.) for the electrical substations
- Work with Substation Technicians and contractors for point to point checkout
- Work with scripting languages, including, but not limited to, two dimensional arrays, calculations
- Excellent knowledge of electrical process control strategies and systems
- Interface with Control Center personnel and support team in supporting and enhancing the SCADA systems
- Learn and operate in a dynamic and fast paced environment
- Must be able to work independently as well as in a small team environment
- Communicate well and quickly trouble-shoot problems
- Follow instruction according to company policies and procedures
- Must have the ability to understand engineering concepts and convert to computer graphics
- Assist contractor design team with SCADA field hardware, software and communication protocols that ensures standardization with all NBU sites.
- Work with SCADA integrators with project development and field start up testing.
- Familiar with electrical industry standards on electrical PLC logic, SEL relays and design protocols.
- Knowledge of and working experience with SurvalentONE ADMS, Schweitzer Engineering Laboratories products, and Beckwith LTC's.
- Testing, maintaining and modifying existing systems
- Collecting, Analyzing, and Presenting, data in written and electronic reports
- Designing and developing new control systems
- Liaising with clients, contractors, and suppliers, internal and external, to accomplish any opportunities, possibilities and challenges.
- Writing of computer software and test procedures
- Provide advice and consultancy support
- Work collaboratively with design engineers, operation engineers, and other internal staff
- Utilize programming standards with in- house upgrades and improvements to existing infrastructure such as:
 1. IED's (Intelligent Electronic Device)
 2. Ability to scale controls and points
 3. Computer hardware, software, and database skills
 4. Server administration and configuration
 5. Networking skills including, but not limited to, TCP/IP, RS232, DNP3
 6. Local/Remote site alarm configuration
 7. Sensors such as pressure, temperature, integration with generator control modules
 8. Troubleshooting of SEL relays on existing equipment or newly installed.

9. Database Programming and Configuration

10. Knowledge of Domain and Network Infrastructure and Security

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Associates

Other: Associate's or Bachelor's degree in Computer

Work Experience Time Frame: One Year or More

Science, Engineering, or related technical fields or

Field of Study: Computer Science

commensurate experience is required

Certification and Licensures Requirements

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Other Minimum Qualifications

- Experience with SurvalentONE ADMS
- The ability to understand As-Builts E&S and R&C substation diagrams or other related documentation of electrical Substations, as well as electrical and field instrumentation such as relays, breakers, and PT/CT transducers, is preferred
- Knowledge of electrical distribution operations and procedures is preferred
- Ability to use Microsoft Office applications is required
- Experience with Microsoft SQL Server is preferred
- Good oral and written communications skills are required

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

SEL Compass, SEL AcSELeator, SEL-5020, SurvalentONE ADMS, Survalent Command Sequencing. SQL Scripting

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, small hand tools, network cable testing equipment, RJ45 crimping tool, vehicle PC, printer, copier, related software.

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings
- Driving

Reaching: Occasionally

- For Supplies
- For Files

Handling: Occasionally

- Paperwork
- Monies

Kneeling: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Occasionally

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Occasionally

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Occasionally

- On Ladder
- On Equipment
- On Step Stool

Bending: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

- Crouching:** Occasionally
 Filing in Lower Drawers
 Retrieving Items from Lower Shelves/Ground

- Crawling:** Occasionally
 Under Equipment
 Inside Attics/Pipes/Ditches

- Hearing:** Constantly
 Communication Via Telephone/Radio/To Co-

Other: Click or tap here to enter text.

- Workers/Public
 Listening to Equipment

- Twisting:** Frequently
 From Computer to Telephone
 Getting Inside Vehicle

- Talking:** Constantly
 Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Outdoors/Field

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date