

Maquoketa Valley Electric Cooperative

Job Title: Engineering Technician

Prepared By: Human Resources

SUMMARY

The Engineering Technician assists in providing continuous and reliable electric service by installing, testing, and maintaining all metering equipment, distribution automation (SCADA, AMI, etc.) and substation equipment. The Engineering Technician will also assist with the operation and maintenance of computer network, telephone and radio communication systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Engineering Technician shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Perform work in a safe manner for themselves and all employees and in accordance with Cooperative Operating Procedures
- Install, maintain, troubleshoot and test single and polyphase metering applications
- Installs, diagnoses and repairs SCADA equipment
- Installs, diagnoses and repairs AMI equipment
- Maintains meters, reclosers, regulators, capacitors, switches and breakers. Repairs, rebuilds, tests and calibrates hydraulic and electronic devices on these units. Prepares the necessary reports, logs and documentation.
- Maintains MVEC radio systems and telephone system
- Perform testing of metering equipment in accordance with Cooperative's metering test schedule and ensure equipment is operating within acceptable tolerances.
- Test, maintain and repair all substation equipment. Prepares the necessary reports, logs and documentation.
- Inspect and document inspections for substation equipment and distribution automation equipment in accordance with Cooperative maintenance and inspection schedules.

- Programs and tests electronic controls for regulators and reclosers
- Assist with member power quality investigations by working with member to understand concern, installing appropriate monitoring equipment, interpret results and create final reports
- Conducts safety inspections on vehicles, tools and safety equipment as needed
- Maintain work order paperwork for inventory purposes
- Inspects work after completion to ensure that it has been done in accordance with applicable specifications and codes
- Complies with all traffic laws, safety rules and regulations while operating assigned vehicle. Should at all times look out for the safety of the vehicle, its occupants and its load.
- Assist with the installation, repair and maintenance of Cooperative property and facilities as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, it is required an individual must be able to perform the duties listed in the job description. They must be able to maintain records required to document work done and for accounting of time and materials. Must be able to operate assigned equipment. Must be proficient in first aid methods and artificial respiration.

Must be able to read and interpret wiring diagrams, equipment manuals, electrical maps and other similar materials. Should have basic knowledge of substation equipment; single phase and polyphase metering equipment. Should have a working knowledge of National Electric Code and National Electric Safety Code.

Must be able to work and communicate with a variety of people under varying circumstances. Should be resourceful and able to complete assignments with attention to detail and a high degree of accuracy.

Education and/or Experience

Associates degree in electronics, engineering or a related field or equivalent work experience is required. Position is required to participate in on-going technical and safety training.

At least three years experience in all phases of metering equipment, distribution automation equipment and substation equipment operation and maintenance.

Language Skills

This position must have the ability to read, analyze and interpret technical manuals as well as the ability to effectively present information and respond to questions from managers and co-workers.

Mathematical Skills/Computer Skills

Basic math skills are required as well as proficiency with Microsoft Word and Excel

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written or oral form; ability to define problems, collect data, establish facts and draw conclusions.

Required licensing or certifications

Valid Iowa CDL

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is required to stand. The employee is required to walk. The employee will regularly lift 50 pounds and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. A combination of inside and outside work in all kinds of weather will be required. Irregular hours including nights, weekends and holidays may be involved particularly during emergency situations. **Overtime is required.**

EXTERNAL RELATIONSHIPS

This position will also work frequently with people outside the Cooperative, extending a positive professional image of Maquoketa Valley Electric Cooperative in all communication and actions.

Member-Consumers: Advises and assists member –consumers in every way possible. Takes advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans, and programs.

General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities.

Vendors: Receive and exchange information, purchase equipment, resolve problems and take corrective action as necessary.

Other Utilities: Exchanges information and coordinates projects