



JOB DESCRIPTION

TITLE: Substation Relay & SCADA Tech

POSITION STATUS:

GRADE: 22

Full Time Part Time

DEPARTMENT: Engineering

Exempt Non Exempt

REPORTS TO: Substation Project Coordinator

JOB SUMMARY

Responsible for installing, testing, modifying, calibrating, programming and repairing distribution protection and substation relay systems, SCADA real time automation controllers and associated equipment. Provide technical knowledge and support to other groups to support system trouble analyses.

RESPONSIBILITIES

- Responsible for installing, testing, modifying, calibrating, programming and repairing distribution protection relay systems, and SCADA real time automation controllers.
- Responsible for installing, testing, modifying, calibrating, programming and repairing communication processor units and associated protection communication systems.
- Provide technical knowledge to other support groups related to projects of system trouble analysis.
- Equipment repair to the component level.
- Prepare documentation, including creating or modifying control prints, test results and equipment tracking database.
- All other assignments as directed by supervisor, manager, and General Manager.

MINIMUM QUALIFICATIONS

- Associate’s Degree or equal field experience in electronic or electrical engineering preferred.
- A minimum of four years of experience installing and maintaining SCADA RTACs’ settings, electrical relay controls and protection systems preferred.
- Knowledge in power circuit breakers, transformers, controls, tone and power line carrier preferred.
- Experience with electrical substation project management preferred.
- Ability to effectively manage time and projects.
- Ability to prioritize and manage changing priorities.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to communicate effectively both orally and written.
- Ability to work well with other users.
- Must be able to climb ladders and steel structure.
- Valid Texas Drivers License and maintain a good driving record.

Reviewed By: Paul Martinez Title: Director of Engineering

Approved By: Tammye Riley Title: Director of HR

Last Revised Date: 10/3/2021 Date Issued: 7/13/2006



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- Must be physically and mentally able to perform the essential functions of the job described with or without reasonable accommodation, including being able to lift up to 50 pounds of materials.
- Bondable.

Employee Statement of Understanding:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB’s ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

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

Employee’s Signature

Date:

Employee’s Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By:	Paul Martinez	Title: Director of Engineering
Approved By:	Tammye Riley	Title: Director of HR
Last Revised Date:	10/3/2021	Date Issued: 7/13/2006