

# NOTICE OF JOB OPENING

June 14, 2021

**JOB CLASSIFICATION:** Apprentice Substation Relay SCADA Technician – 1<sup>st</sup> Year

The Benton Utilities Electric Dept. is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

**Grade 8:** \$37,128 to \$45,240

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available online at [www.bentonutilities.com](http://www.bentonutilities.com) under the personnel tab.

Position closes at 4:00 p.m. Friday, June 25, 2021.

**BENTON UTILITIES - BENTON, ARKANSAS**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b> Apprentice Substation Relay SCADA Technician 1 <sup>st</sup> Year	<b>DATE:</b> 06/21
<b>DEPARTMENT:</b> Electric Distribution	<b>GRADE:</b> 8
<b>DIVISION:</b> Benton Utilities	<b>FLSA STATUS:</b> Non-exempt
<b>REPORTS TO:</b> Substation Relay SCADA Foreman	<b>EEO CATEGORY:</b> Skilled Craft
<b>Electric Department Manager</b>	
<b>Electric Department Assistant Manager</b>	

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB SUMMARY:** Installs, maintains, repairs all electrical meters, substation and SCADA equipment owned by Benton Utilities, by performing the following duties.

**ESSENTIAL JOB FUNCTIONS:**

**Assists Substation Relay SCADA Technician As Understudy Learning Techniques Of:**

1. Installs, programs, maintains, repairs and test all electrical meters, both self-contained and instrument meter and associated equipment. (P.T.'s, C.T.'s, etc.).
2. Installs, programs, maintains, and repairs all sub-station equipment owned by Benton Utilities.
3. Installs, maintains, repairs, and oversees the SCADA program owned by Benton Utilities.
4. Maintains, tests, and repairs all batteries associated with Benton Utilities sub-station equipment, distribution line equipment (reclosure, etc.) and the SCADA system.
5. Installs, tests, and calibrates distribution relays and maintains related records.
6. Trouble shoots relaying schemes and power line equipment.
7. Performs distribution switching.
8. Training of other personnel in safety, regarding instrument meter installations, operation of breakers and reclosures and SCADA utilization.
9. Monitors and interprets SCADA data.

10. Works de-energized secondary under close supervision.
11. Works de-energized primary underground and overhead under close supervision.
12. Maintains required records and attends educational functions that enhance his/her education in the fields of metering, relaying and SCADA systems.
13. Troubleshoots data lines from metering points.
14. Interfaces with wholesale energy providers on data between utility and whole provider.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Assist Substation Relay SCADA Technician in performing electrician duties on City equipment, buildings, etc.
2. Assist servicemen or line-crew if his/her essential job functions have been taken care of or in an emergency situation.
3. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**RESPONSIBILITY FOR FUNDS, PROPERTY & EQUIPMENT:**

- \$5,000 to \$150,000

**EDUCATION AND EXPERIENCE:**

High school diploma or GED, preferred one (1) year of college and one (1) year of experience and/or training with a recognized electric utility company, or equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:**

1. High School diploma or equivalent. (GED)
2. Current Class A (commercial) drivers license, that must be maintained for the duration of employment in this position.
3. Advanced computer skills Microsoft Office (Word, Excel, etc.)
4. Minimum of one year experience with a recognized electric utility company (Preferred)
5. One-year College (Preferred)

6. Experience in creating mapping and design.

#### **MINIMUM QUALIFICATIONS:**

##### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of techniques of working with and around high-voltage lines.

Advanced knowledge of safety requirements and safety manual.

Good knowledge of maintenance requirements for truck assigned to him/her.

Good knowledge of city streets and right of ways.

Skill in basic mathematical calculations including whole numbers, common fractions, and decimals.

Skill in safe operation of bucket truck.

Skill in the safe use of hand and power tools.

Ability to update and install software.

Ability to solve problems and make in field decisions.

Ability to perform strenuous physical labor, even in adverse weather conditions.

Ability to observe obstructions and problems at worksites.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Ability to write routine reports.

Ability to communicate effectively, orally.

Ability to follow oral and written instructions, including diagrams and mapping documents.

Basic Knowledge in electrical metering, and sub-station relay work.

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	Yes	No
Lifting (lbs.)	80	
Carrying (lbs.)	80	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

**Work Environment:**

*The environmental conditions marked below are common for this job.*

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)		X
Work near moving mechanical parts	X	
Work in high, precarious places	X	
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	