



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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Engineering Technician - Communications Burlington Electric Department

POSTING DATE: August 11, 2010
RATE OF PAY: \$18.90-\$30.99/hr doe
POSITION STATUS: Regular Full Time
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: Open until filled
UNION: IBEW
NO. OF POSITIONS AVAILABLE: 1
CLASSIFICATION GRADE: 13

The incumbent in this position will be responsible for designing, installing and maintaining sophisticated and highly complex electric and electronic supervisory control and data acquisition (SCADA) systems as well as other control and protective systems in the areas of radio communications, electric generation, substation breakers and relays, and electric distribution flow devices.

ESSENTIAL FUNCTIONS:

- Designs, installs and maintains supervisory control & computerized remote terminal units and electric utility device control systems, subject to approval by others.
- Develops and maintains computerized records of maintenance, configurations, and inventories utilizing spreadsheet, database, CAD, and word processing software.
- Creates and maintains "as-built" drawings from field notes taken.
- Review new projects; develop implementation strategies and equipment purchasing protocols.
- Design, program, install, and maintain complex microprocessor based controllers, interface devices, and data multiplexers, subject to approval by others.
- Create and maintain Auto-Cad drawings and data properties for system devices within SCADA systems.
- Perform network administrator tasks for SCADA, Distribution and Load Management systems.
- Configures, installs and maintains data and voice telemetry equipment (radio, phone, satellite, and fiber-optic based systems).
- Problem-solve complex system communication issues with vendors, distributors, engineers, and other department personnel.
- Inspect, calibrate, and repair various electro-mechanical, electrical, and electronic systems.
- Maintain electrical and electronic test and personal protective equipment, and instruct department personnel in the proper care and use of that equipment.
- Maintain various operating and maintenance communication manuals and reference guides.
- Supervise, train, support and/or work with maintenance and operational personnel as required.
- Inform other department personnel of field changes and operating characteristics of distribution devices. This includes both remote (SCADA) and local operation.
- Design, install and maintain SCADA connections to primary metering equipment.
- Operate various type of power generation equipment (e.g., Gas turbines, Wind turbines, Diesel generators, etc.)
- Ensure that switching, tagging and work activity conform to safety rules.
- Ensure that projects designed conform to applicable standards and codes.
- Perform the duties of Power Systems Coordinator on an as needed basis.
- Supervise any employees assigned to assist.

MINIMUM QUALIFICATIONS:

- Associate's degree in electrical engineering or certification of completion of a two-year electrical engineering technical program and two years experience in electronic supervisory control systems, radio communications and network administration.
- Working knowledge of Windows PC operating system and desktop applications including: spreadsheet, word processing, database, and Computer Aided Design (CAD) programs, etc. is required.
- Working knowledge of computer wide area (WAN) and/or local area networks (LAN), administration, protocols, and routine system maintenance is required.
- Working knowledge of National Electric Safety Code, National Electric Code, VOSHA Standards, and FCC rules and regulations is preferred.
- Master Electrician and FCC license preferred.
- Ability to communicate clearly and effectively orally and in writing.
- Ability to obtain and maintain CPR and First Aid certification within three months of the date of hire.
- Ability to obtain and maintain a valid State of Vermont driver's license within three months of the date of hire.
- Ability to work in a team environment.
- Ability to work in confined spaces.
- Ability to work in and around energized, high voltage equipment, in accordance with all applicable safety requirements.
- Must wear proper safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hats, respirators, hearing protection devices, and safety harnesses.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services.

Submit cover letter, resume and City of Burlington Application to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application visit our website at www.hrjobs.ci.burlington.vt.us or contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY)

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.