



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 711 or 800-253-0191

Engineering Technician - Communications

Burlington Electric Department

POSTING DATE: May 6, 2015

RATE OF PAY: \$21.15-\$34.67/hour DOE

POSITION STATUS: Regular Full Time

EXEMPT/NON-EXEMPT: Non-Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: May 25, 2015

UNION: IBEW

NO. OF POSITIONS AVAILABLE: 1

CLASSIFICATION GRADE: 013

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 actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- 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.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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