

**MAGIC VALLEY ELECTRIC COOPERATIVE  
MERCEDDES, TEXAS**

**POSITION JOB DESCRIPTION**

**AUTOMATION ENGINEER**

**I. POSITION SUMMARY**

This position is responsible for the distribution system Smart Grid efforts of the Cooperative. This position will design and develop complex communication and electronic systems and processes to facilitate the intelligence and automation of the distribution system

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Systems Engineering Manager
- B. Supervises: Technical Services Technicians

**III. MAJOR RESPONSIBILITIES**

- A. Design and develop the distribution system Smart Grid
- B. Distribution Automation and Intelligence applications such as data telemetry, radio and wired Ethernet communications, automatic outage restoration, system protection, primary line energy management, demand side management and automation implementation
- C. Integration and maintenance of Distribution Automation and Intelligence systems, communications devices, networks, protocols, technologies and interfaces.
- D. Program and configure Automation intelligent electronic devices (IEDs), including microprocessor relays, meters, sensors and actuators
- E. Coordinate with Control Center operations and procedures to establish and confirm telemetry and automation.
- F. Program and configure Information/Operations Technology (IT/OT) equipment such as radios, modems, routers, switches, firewalls, gateways and controllers
- G. Responsible for complex engineering design, operation, and construction tasks associated with automating the distribution system.
- H. Generate reports and presentations such as Technology Roadmap, Reliability Indices, Budget, and other related information.

- I. Train and develop Technician OT & IED skills
- J. Assists Planning Engineer in facilitating the Cooperatives distribution protective, special and control equipment.
- K. Assists with NERC compliance as subject matter expert (SME) on reliability and grid automation efforts
- L. Responsible for the evaluating and coordinating the Cooperatives distribution automation equipment.
- M. Assists in the review of plans and specifications submitted by Consultants
- N. Sets up and maintains necessary records
- O. Observes all applicable safety rules and regulations.

The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this classification. This list is not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

The **Automation Engineer** shall be required to perform any other duties necessary or assigned in order to fulfill the objective of the Cooperative.

#### IV. EXTERNAL RELATIONSHIPS

- A. Member-Consumers: Personnel assigned to this classification shall respond to member inquiries and resolves problems or direct them to the supervisor or other appropriate personnel.
- B. General Public: Personnel should maintain good relations in all contacts with the public, consultants, contractors and other utilities.

#### V. POSITION REQUIREMENTS

**Job Knowledge, Training and Experience:** The application and practice of engineering theory and advanced information technology is required in the performance of the duties of this position. The knowledge required for these duties is normally obtained through the completion of a degree program in electrical engineering or computer science at a college or university accredited engineering school. Three years of progressively technical experience in Electrical Engineering and/or Information Technology Network Application is required. This experience may include electrical engineering and/or network systems design, programming and application of network devices, power electronics and circuits, programmable logic controllers, microprocessors, relays and other related technical equipment. Experience with computer and networking design, theory and application is preferred. Familiarity with network equipment and electric distribution systems is preferred. Previous supervisory experience is preferred. A person in this position should have a working knowledge of the National Electrical Code, the National Electrical Safety Code.

**Equipment Operated:** Must be able to operate assigned equipment including personal computers and testing equipment. A valid Texas Driver's License is required.

**Abilities and Skills:** Must be able to learn and apply information from technical manuals and drawings in the completion of duties of the position. Must be able to learn and apply advanced Information Technology standards and procedures. Must be able to perform the activities necessary to complete work assignments described in the position description. Supervisory skills are required for the position; individual must have these skills or be able to develop them. This position requires very strong personal computer skills utilizing a variety of computer programs. Good oral and written communication skills are required to communicate technical information in a layman's language. Must be able to handle a variety of people and temperaments under differing circumstances.

**Physical Effort:** The position requires occasional lifting of equipment weighing approximately 50 pounds. Walking, standing or sitting for extended periods of time may be required in the performance of the duties of this position.

**Working Conditions:** Activities of the position take place in the field, warehouse and in an office environment. Working environment will occasionally involve activities under a variety of weather conditions.

After an offer of employment has been made, the cooperative requires a physical examination, which includes both drug and alcohol testing.