

**Empire Electric Association, Inc.**  
Job Description

**JOB TITLE: Systems Technician**

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EXEMPT: No	JOB CODE: 52-5421
SALARY LEVEL: \$49.83	DIVISION: Production & Mtnce.
SHIFT: Per Union Contract	DEPARTMENT: Engineering
LOCATION: Cortez, CO	
REPORTS TO: Systems Technician Supervisor	

PREPARED BY: Human Resources	Wages as of:	DATE: 01/01/2023
APPROVED BY: Engineering Manager		DATE: 01/10/2023

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**SUMMARY:**

Performs numerous duties including applying electrical theory and related knowledge to operate and maintain electrical control equipment and circuitry, communication equipment, electronic equipment, SCADA equipment, and metering equipment by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. If other duties are assigned, employee shall have knowledge of area or be given training for other duty.

- Primary duties include installation, testing, troubleshooting, and repairing metering, communication equipment, SCADA equipment, electrical equipment controls, and protective relay devices.
- Duties include reading and troubleshooting using control and wiring schematics.
- Is responsible for the SCADA system database and computer hardware.
- Responsible for using PC based programs for programming all the above-mentioned equipment.
- Frequently works on communication equipment that includes, but is not limited to, microwave, fiber optic, telephone, two-way radios, and digital and analog multiplex.
- Installs all equipment and wiring necessary to meter self-contained, primary, instrument rated and both single and three phase services.
- Diagnoses cause of electrical or mechanical malfunction or failure of operational equipment and performs preventative and corrective maintenance.
- Develops wiring diagrams, layout drawings, and engineering specifications for system or equipment modifications or expansion and directs personnel performing routine installation and maintenance duties.
- Plans, directs, and records periodic electrical testing, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards.
- Performs various duties related to customer service including reading of meters, making service changes, troubleshooting service outages, voltage testing, and fault locating on underground lines.

- Required to cover shifts for System Operators and perform after hours on-call System Operator duty on a rotating basis.
- Submits all required paperwork as needed to comply with Cooperative rules and government regulations.
- Suggests changes in working conditions and use of equipment to increase efficiency.

**OTHER DUTIES AND RESPONSIBILITIES:**

Is required to submit to a random test per DOT requirements.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises no employees. May occasionally be required to supervise other employees involved in metering and the Systems Technician Apprentice.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate degree (A. A.) or equivalent from two-year college or technical school in a directly related subject; or at least one-year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, engineering drawings, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to employees of the Cooperative.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, rates, and proportions to practical situations.
- Ability to apply and calculate using ohms law, AC & DC calculations, and vector analysis.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with problems involving several variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Class A Commercial Driver's License with appropriate endorsements. (Required prior to employment)
- Valid First Aid/CPR card.

## **OTHER SKILLS and ABILITIES:**

- Must have a thorough knowledge of AC and DC theory, communication systems theory, electrical utility relaying theory and meter testing, repairing, and installation.
- Must be able to operate electrical and electronic equipment to perform the essential job functions.
- Must know, understand, and apply all OSHA and Cooperative regulations and safety rules necessary to perform the job.
- Must be able to accurately read and interpret electrical schematics and wiring diagrams.
- Must be able to operate computers and programs necessary to complete the essential functions of the job.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is frequently required to stand; walk; sit; stoop; kneel; crouch; or crawl.

The employee must lift and/or move on a daily basis 50-75 pounds. May occasionally need to lift and/or move 75-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to an environment with fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

**THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. AN EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES AS ASSIGNED BY IMMEDIATE SUPERVISOR AND OTHER MANAGEMENT AS REQUIRED.**

**EMPIRE ELECTRIC ASSOCIATION, INC. RESERVES THE RIGHT TO REVISE OR CHANGE THE JOB RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**