JOB OPENING
CITY OF FARMINGTON

JOB POSITION #119 – EMS/SCADA SPECIALIST (SYSTEM OPERATIONS)

NUMBER OF VACANCIES: 1
DEPARTMENT: Electric Utility / System Control
WORK LOCATION: MOC
HIRING RANGE: $24.80 - $30.45 / Hour
PAY GRADE: N – Non-Exempt
TYPE OF POSITION: Regular / Full-Time
DAYS WORKED: Mon-Thurs; Tues-Fri
HOURS WORKED: 6:30 a.m. – 5:30 p.m.
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

JOB DUTIES

ESSENTIAL DUTIES:

Works under the general supervision of the Assistant Utility Director (System Operations), and the direct guidance of the NERC CIP Security Specialist;

Prepares federal, state, NERC, WECC, and department reports with great attention to detail, as required;

Responsible for assisting in developing, maintaining, and administering Supervisory Control and Data Acquisition / Energy Management Systems (SCADA/EMS) in compliance with NERC/WECC standards; includes maintaining current documentation and evidence gathering to support FEUS regulatory compliance.

Responsible for assisting in maintaining software and hardware support for the EMS/SCADA computer systems including but not limited to real time programs such as automatic generation control (AGC), SRSG reserve sharing, energy accounting (EA), Operations Training Simulator (OTS), and short term load forecasting (STLF) at the Primary and Backup Control Centers;

Develops detailed procedures, processes, and applications necessary to provide safe and secure systems that meet regulatory standards for Critical Infrastructure Protection.

Assists as directed in troubleshooting a variety of hardware and software problems, and works with equipment suppliers and engineers to find solutions;

Assists as directed in implementation of systems and equipment into the EMS/SCADA system including completing the required paperwork, document tracking, and testing;

Provides real-time testing to ensure secure and reliable operation of EMS/SCADA hardware and software;

Works with field personnel as directed to troubleshoot, adjust, correct, and create needed control or data points from field devices and RTU's;

Prepares and maintains programs to allow for backup, retrieval, and archiving of EMS/SCADA system data to assure timely recovery from unforeseen hardware or software failures.

Assists with reoccurring tasks to maintain adequate cyber security and compliance with NERC/WECC including: Monthly evaluation, testing, and application of security patches and antivirus updates for all cyber assets and systems; Review of security alerts in RSA envision; Perform annual cyber-vulnerability assessments; Manage, configure, and update SIEM application including alerts, reports, and log verification.

This position has the responsibility to participate in the City's Environmental, Health, and Safety program. This includes identifying and taking action on environmental, health, and safety issues.

May be required to respond to problems or questions after hours and on weekends.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

Travel may be required to attend schools, conferences, and meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS

This Position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

A two-year associate's degree in information technology or electrical engineering technology is desired; a minimum of four years working in an information technology field is preferred.

Knowledge and experience working with Microsoft Windows® server/workstation operating systems and Active Directory in order to install, upgrade, patch, and configure the EMS computer operating environment with attention to NERC and WECC compliance guidelines for cyber assets is desired.

Working knowledge of computer network architecture, including but not limited to, network hardware devices such as switches, routers, and firewalls, as well as communications protocols such as TCP/IP, ICCP and serial communications protocols.

Possess advanced computer skills, including proficiency with the Microsoft Office Suite of software; Microsoft SQL database software, and Web based software and interfaces.

Must be able to develop the ability to troubleshoot computer networking hardware and software, server/workstation hardware and software, as well as serial communications systems to Remote Terminal Units (RTU's);

Ability to establish and maintain effective working relationships with supervisors, fellow employees, employees of other power systems, and the general public;

Must possess the ability to work under stress and handle stressful situations;

Must possess the ability to meet deadlines;

Must possess good oral and written communication skills;

Must possess the ability to follow verbal and written instructions;

Must possess a valid New Mexico driver's license;

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

TOOLS AND EQUIPMENT USED:

Calculator, phone, radio, fax, copy machine, computer (desk top and lap top) and associated software to include spreadsheets, macros, graphics, word processing; and a motor vehicle.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

The employee must occasionally lift and/or move up to 50 pounds.

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.

The work environment is a normal office setting and the noise level is generally low.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.