



Position Description  
**Applications & Technology Specialist**

**DEPARTMENT:** Electric  
**FLSA CLASS:** Non-exempt  
**REPORTS TO:** Electric Distribution Superintendent  
**SUPERVISES:** None

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**SUMMARY:**

Under the general supervision of the Electric Distribution Superintendent, the Applications & Technology Specialist is responsible for a variety of skilled work by assisting in the installation and maintenance of electrical equipment and controls. This position performs the implementation and operation of SCADA, GIS, load management, and computer-based systems for meter reading and coordination with utility billing processes. This position also performs basic electric system engineering and mapping for the Utility.

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*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Assist with installation and maintenance of electrical equipment at City buildings, remote substations, water treatment plant, remote tank sites, wastewater treatment plant, lift stations, and all metered sites.
- Perform monthly inspection of all substations, including end-of-month meter reads, fire extinguishers, emergency lights, and eye washing stations.
- Maintain and monitor SCADA systems and RTUs.
- Maintain protective relays connected to SCADA.
- Maintain and monitor load management system.
- Maintain and monitor all electrical meters and associated components, including DCUs.
- Maintain and monitor software systems for utility billing, load management, and outage management.
- Assist with installation of meters and load management devices.
- Perform monthly meter reading of all utility customers and coordinate with the Utility Billing Department.
- Monitor monthly meter readings for accuracy and reliable operations.
- Assist the Engineering Department with GIS server and software administration/maintenance.
- Assist the Engineering Department with keeping GIS maps up to date and current to Utility needs.
- Provide user training for AMI, SCADA, GIS, protective relays, and other computer-based systems.
- Assist and monitor asset management system for inventory control and equipment management.
- Perform other related duties as assigned or apparent.

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**EQUIPMENT USED:**

- Bucket truck
- Electrical testing equipment
- Generator
- Hydraulic press
- Various hand tools
- Computer, tablet, smart phone, and other mobile devices as well as associated hardware/software

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of advanced metering infrastructure (AMI) systems
- Knowledge of electrical and electronics principles
- Knowledge of computers and radio communications
- Knowledge of electricity, municipal electrical systems, and related components
- Knowledge of locating equipment and GIS-associated mapping
- Ability to understand software programs and complete simple programming functions
- Ability to communicate effectively orally and in writing
- Ability to use independent judgment in decision making
- Ability to read and interpret construction plans, specifications, and electrical schematics
- Ability to read and understand the National Electrical Code
- Ability to effectively manage variable workloads and time commitments

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**MINIMUM QUALIFICATIONS:**

- Two years' experience in electrical service
  - Two years' experience in supporting and troubleshooting desktop operating systems
- OR
- Combination of education, training, and experience that contributes to an adequate vocational knowledge of information technology (IT) systems, electronics, electrical system technology, and mapping technology

**PREFERRED QUALIFICATIONS:**

- Two-year degree in electrical-, electronics-, or IT-related field
- Five years' experience in the electric utility field
- Ground Radio Operator License
- Some understanding of/experience in GIS mapping or a related field

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**CONDITIONS OF EMPLOYMENT:**

- Possession of a valid driver's license
  - Ability to satisfactorily pass a criminal background check
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**WORK SCHEDULE:**

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday – Friday. Other hours and call duty may be required as assigned.

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**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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

This position requires the employee to work alone, with others, around others, and have contact with the public. This position will work indoors and outdoors; in confined spaces; on uneven ground; and underground. It will be exposed to dust, dirt, fumes, gases, chemicals, (excessive) noise, vibration, high voltage, pressurized equipment, explosive and burning material/equipment, moving objects, (extreme) heat and cold, wetness, humidity, marked changes in temperature or humidity.

Activities that will occur continuously include twisting; climbing; reaching at shoulder level with the right, left, and both arms at the same time; using hands and fingers to handle, feel, and carry out fine manipulation; using the right, left, and both feet at the same time; communicating verbally; hearing; and utilizing vision skills (seeing up close and distantly, adjusting focus and depth perception, seeing color, using peripheral vision); smelling; and lifting and carrying up to 10 pounds.

Activities that will occur frequently include utilizing problem solving and analytical skills; concentrating; working within time management parameters despite interruptions; crouching; kneeling; climbing heights; reaching above and below shoulder level with the right, left, and both arms at the same time; using the sense of touch; lifting and carrying up to 24 pounds.

Activities that will occur occasionally include displaying interpersonal skills, organizational skills, and creativity; bending/stooping; squatting; pushing; and lifting and carrying up to 34 pounds.

Activities that will occur infrequently include crawling, lifting and carrying over 75 pounds, and climbing water towers.

This position will require the ability to drive an automobile.

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*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

\_\_\_\_\_  
Printed Name

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Date