



POSITION DESCRIPTION
Moon Lake Electric Association, Inc.

POSITION TITLE: SCADA Technician

DEPARTMENT: Engineering

POSITION GRADE: ML5

DATE REVISED: 03/04/2026

APPROVED:

General Manager *Yankton Johnson*

Department Head *M. Jared Griffiths*

Supervisor/Foreman *[Signature]*

OBJECTIVE

To program, maintain, and troubleshoot SCADA System including: communications network, databases and displays, and related servers and hardware. Assists the Operations and Engineering Departments with equipment operation, monitoring, and data acquisition associated with the generation, transmission, and distribution of electrical power.

REPORTS TO: Technical Services Supervisor

SUPERVISES: None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Maintains Supervisory Control Data Acquisition (“SCADA”) equipment:
 - A. Current dispatch application (Survalent), and other software programs related to dispatching.
 - B. Maintains SQL software database to support retrieval of historical data.
 - C. Assists with AMI & OMS integration.
 - D. Ensure telemetry data is correct.
2. Responsible for the design, implementation, and continuous monitoring of cybersecurity controls across the SCADA/ICS environment to protect critical infrastructure from unauthorized access, disruption, or manipulation.
3. Administer Secure Remote Access (“SRA”) for internal staff and third-party vendors. Ensure multi-factor authentication (“MFA”) is utilized for all external entries into the OT network and maintain strict Role-Based Access Control (“RBAC”).
4. May assist the Information Technology Department with WAN/LAN configurations between the IT and OT networks. Functions as the direct contact for MLEA employees who experience technical issues with VPNs and remote access to the OT network.

5. Maintains current prints and diagrams of all major equipment and changes.
6. Responsible for coordinating timely notifications of all electrical system outages with MLEA's Operations & Engineering Coordinator to lineman, engineers, and other MLEA employees.
7. From time to time, will be required to work outside of normal working hours of Monday through Thursday, 7:00AM to 5:30PM during major electrical power outages.
8. Performs all other duties as required.

POSITION CHARACTERISTICS

A. Fair Labor Standards Act Provision

The position of SCADA Technician is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B. Minimum Qualifications

Education: Four-year degree in Electronics Technology or computer related field preferred,

OR

Experience: Three years' work experience in Computer Engineering, electronics installation, application and technical training maintenance or related work required. In addition, experience with Microsoft core technologies involving servers, databases, operating systems and applications, strong TCP/IP and LAN support and Database experience. Must have a working knowledge of relay, analog and digital equipment and associated wiring diagrams.

C. Essential Physical and Mental Demands

Physical: Lifting of light objects is a regular part of work assignments; heavier objects are moved with mechanical assistance.

Mental: Work of position is generally varied and employee has sufficient time to complete most tasks without a feeling of pressure.

Working Conditions: Work is mostly indoors with some outdoors. Work involves some risk of accident from improperly handled equipment or from electrical shock because of work near or on power lines or equipment.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.