



Internal/External Job Posting

Job Title: Substation, Relay, and SCADA Technician	Posting Time Frame: October 16, 2025 - until filled
Reports To: System Engineer	

The following position will be posted internally and externally until it is filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes must be submitted through our website at www.highwest.coop to be considered. This position is based in Pine Bluffs, WY.

POSITION SUMMARY:

This position is responsible to inspect, test, maintain, repair, and install equipment and facilities associated with the Cooperative's SCADA system, electrical substations, switching, and system protection devices, including transformers, voltage regulators, reclosers, and other technical equipment. Record and maintain data and spill reports as necessary.

ESSENTIAL DUTIES AND TASKS:

1. Exude our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates High West Energy's mission, goals, and strategies while serving the cooperative.
3. Exhibits excellent customer service externally with members/customers and internally with High West Energy employees (cooperation, timely paperwork, etc.).
4. Assists in maintaining the security of High West Energy's assets and data from hazards, including physical and cyber.
5. Installs, repairs, and maintains the Supervisory Control and Data Acquisition (SCADA) system and related equipment, such as regulators, reclosures, breakers, batteries etc.; repairs electronic controls and electronic circuit boards to the component level.
6. Performs the testing of protective relaying equipment of the 34.5kV and 12.47kV electrical systems; including overcurrent, directional overcurrent, differential, and impedance relays, and maintains test results. Modifies and makes necessary adjustments as requested.
7. Performs switching functions along with another on transmission and distribution apparatus as directed.
8. Property record maintenance data and submit it to the supervisor. Provide labor for maintenance of all substation equipment, including substation apparatus, weed control, fences, building(s), and gravel.
9. Assist in the construction of substations, including installation of equipment.
10. Test and document oil spills in cooperative substations.
11. Perform infrared inspections (substation, transmission, major tie lines, and other key equipment).
12. Assist with dispatching duties, storm repair, and other coverage as needed.

13. Conduct safety demonstrations as needed.
14. Troubleshoot regulators, electronic reclosers, power transformers, communication schemes, and LTC's.
15. Assist with installing and maintenance of regulators and electronic OCR's.
16. Install recorders for power quality issues and report findings to management and members.
17. Perform other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Administrative Indoor Environment: Employees perform tasks mainly sitting or standing at a desk but, on occasion, outdoors, covering the entire building and grounds.

Operational Outdoor Environment: Employees perform both indoor and outdoor tasks. Indoors, work typically involves office tasks, such as sitting or standing at a desk or table. Outdoors, employees may face extreme weather conditions, noise exposure, vibrations, electrical shock risks, emergency climbing, and exposure to machinery and moving parts. This position requires operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West Energy employee shall:

- Adhere to the High West Energy Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Energy's Safety Meetings as assigned.
- Comply with all National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Public Service Commission (PSC), and Federal Motor Carrier Safety Administration (FMCSA) regulations.
- Take responsibility for their safe work practices and the safety of others.

PHYSICAL REQUIREMENTS (IF ANY):

Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 50 pounds unassisted. Lifting objects over 50 pounds assisted may be required. Reasonable accommodations may be made for individuals who can perform the job's essential duties, as defined in the "Essential Duties and Tasks" section of this description or those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.

- Manual dexterity is required in electrical construction and maintenance to move materials, manipulate work materials bare-handed, work in electrically tested rubber gloves, draw work orders, and complete the necessary paperwork to comply with REA specifications.
- Constantly listens, communicates orally, and uses visual acuity to locate possible hazards while performing the position's duties.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- Successful performance on pre-employment tests may be required.
- The incumbent must pass any required drug tests, alcohol tests, new hire physical examination, and background checks.

- The incumbent must maintain the confidentiality of any information encountered.
- Must be able to work outside regular working hours, as needed.
- Must perform all required duties of a qualified Journeyman, including hotline work is desirable but not required.
- Must communicate effectively with members, employees, and the public, orally and in written format.
- Must read and interpret blueprints, work orders, and the REA specification book.
- Must be able to apply knowledge in the field.
- A solid technical aptitude is required.
- Must meet the public well and answer routine questions regarding electric bills and consumption.

MACHINES, TOOLS, AND EQUIPMENT:

Tools and equipment could include, but are not limited to:

- Electronic devices, essential office equipment, and various hand tools.

QUALIFICATIONS:

- A high school diploma or GED is required, and
- An associate degree in pre-engineering, electrical studies, or related program; or
- The completion of an electrical apprentice program is preferred unless the candidate has considerable substation experience; or
- Five years of specific job-related training.
- A combination of education, training, and experience may be substituted with competency in the role demonstrated.
- Additional formal education in the electric utility field is highly desired.
- Ability to solve practical problems and deal with numerous concrete variables when only limited standardization exists. Also, the ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Sub-station, SCADA, and relay experience preferred.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

❖ **The Company reserves the right to revise and alter this job description as needed.**

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.